

FLOW CHART – SIS DATABASE & SCHOOLDOCS PAPERLESS

SIS Database



Student Metadata

Student Metadata stored in SIS is automatically registered into SchoolDocs via Secure Web Service, which eliminates the need for unnecessary and redundant data entry. The student status values and other SIS data linked to each student in SIS also serves as “triggers” for the document tracking and compliance lists managed and automated throughout SchoolDocs

SchoolDocs Database



Student documents uploaded into SchoolDocs (scanned or DocuSign) are “tagged” with SIS student information and managed in a user-friendly manner, making it easy for staff to interface with

FILE STORAGE SERVER

The SchoolDocs file storage is 100% hosted, managed, and backed up via either SchoolDocs’ SOC2 Certified Data Center, the school’s SIS hosting location, or the school’s Local Server Environment



Document Tracking



Integration Service



Documents completed in DocuSign™ include students’ digital signatures, e-Forms processing, and certified encryption PDFs, which then flow through an Integration service and automatically into SchoolDocs

Documents can be scanned and uploaded into SchoolDocs via Network Scanner which scans to a centralized folder/directory or individual desktop scanners using either barcoded cover pages (batch scans) or individual scans (drag-n-drop each image) while updating the compliance lists in Document Tracking inventory.