

Digital Student Record Management Frequently Asked Questions

Digital Student Record Management FAQ

The PASI Digital Student Record management initiative provides the ability to manage and view electronic documents contained within the Student Record. By providing this functionality (either through PASlprep or a PASI-web service for schools and authorities to integrate with), schools and authorities will be able to load documents to PASI to effectively support students as they move from school to school, teacher to teacher and grade to grade.

By incorporating these documents into PASI, a current teacher, or a teacher that is receiving a new student, will have immediate access to digital student information. The current process requires physical records to be stored and transferred manually, which can lead to significant delays when attempting to access student information. Having quicker access to these records will allow teachers to determine the best ways to support each student.

The following are frequently asked questions from Schools and School Authorities regarding the Digital Student Record.

1. When will PASI Digital Student Record functionality be available?

PASlprep features and the capabilities for vendor integration will be available by Spring 2018.

2. Is implementation of the Digital Student Record mandatory?

No, however, Alberta Education, and education partners including the College of Alberta School Superintendents (CASS) and the Association of School Business Officials of Alberta (ASBOA) recognize that the student benefits are best realized when all authorities are onboard. The shared support for a September 2020 timeline will result in most Alberta K-12 student records shifting to a digital format.

3. What is the CASS and ASBOA September 2020 timeline?

Our shared vision is to have a PASI Digital Student Record process in place by September 2020. This process envisions PASI as the central management solution for all student record documents. As a key part of this vision, all transfers of student records would be completed electronically. The benefits of a digital student record will begin to accrue when all Alberta school authorities are participating in digitation.

4. What resources are available to help my organization prepare to transition to a Digital Student Record?

A readiness kit will be available Spring 2018 to support the transition to digital student records. This will include checklists, PASlprep training resources, information regarding a scanning standing offer with Service Alberta and more.

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5. What information should be included in the student cum file and will it be the same for Digital Student Record?

A student's cum file include:

- Student documents as outlined in the [Student Record Regulation](#)
- The same content as if you prepare a paper format for another school or authority when a student leaves your school
- Remove any unnecessary documents such as artworks, homework assignments
- The same practice is applied to Digital Student Records

6. Do we need to purchase a system to integrate with PASI for digital student records?

PASlprep will provide basic functionality for school authorities who do not wish to purchase a document management solution.

One choice may be to replace your current paper-based student record file room with PASlprep processes that will include retention and quality assurance workflows. If your authority requires additional student record workflows, you may find value in a Student Information System (SIS) and/or other document management system offerings.

A readiness checklist is available in the [PASI Community Site](#) to help school authorities determine the best approach for managing their digitization needs.

7. How do we best approach the digitization of student records?

School authorities will have options regarding the current and inactive paper records. These options include:

- Scanning the most relevant student years (e.g. the last three years) and adding them to PASI via PASlprep or a PASI-integrated solution. Paper based records would need to be added to PASI if the student transfers.
- Scanning all active student records, while reducing and then eliminating inactive paper records over time via retention processes
- Scanning all records including those that are inactive and managing all retention in PASI thereby eliminating the need for paper record processes
- Other mixes of scanning per grade, for example all ECS and Grade 6 each year for an Elementary school until the paper record processes are not required

Other considerations include:

- With any option that includes paper records after September 2020 the goal is to only share records digitally via PASI, if paper records still exist a scanning process may be required.
- There will still be paper based documents that require scanning as part of the digital student record process (birth certificates for example) however after September 2020 the intent will be to have those scanned into the digital student record and not stored as a paper copy moving forward.
- Current digital documents that require printing to place them in paper based student records (e.g. report cards) may be best integrated via a Student information System and placed digitally within each student's digital student record automatically. This will require coordination with SIS vendors, school authorities and the PASI team at Alberta Education.

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8. Does a school or school authority need to retain copies (electronic or paper) after the record is stored in PASI?

No. Once a digital document is added to PASI, other electronic and paper copies should be destroyed within 30 days. PASI will become the single source for student records. This practice will minimize the existence of duplicate documents and reduce risks associated to FOIP legislation when multiple documents exist.

9. Does the school authority need to worry about the timeline to retain records in PASI?

No. Digital student records that are housed in PASI will automatically be destroyed per the defined records retention schedule in alignment with the Student Record Regulation.

10. If we have some digital historical records in our organization where the scanned quality is below the minimum 300 DPI, do we need to rescan these documents before loading them to PASI?

Only if the records are not readable. Please note that all future digital files should be created to the 300 DPI standard.

11. If we have digital documents that are not in PDF format, how should we handle loading these into PASI?

Only PDF documents are accepted to be loaded into PASI. If a document exists in another format (JPEG, TIFF, PDF/A, XLS, DOC), it will need to be converted to PDF before it can be loaded to PASI.

If you have questions or comments about PASI Digital Student Record Management contact PASI and Student Records at StudentRecords@gov.ab.ca.