

# PASI Digital Student Documents

## Steps to 2020 Digital Workflow



### Student Documents

Most Alberta schools and school authorities support a September 2020 timeline to complete their transition to digital student documents in PASI. There are a number of resources available to support schools with this transition.

The [2018 PASI Student Documents - Readiness Overview](#) (*Navigation: PASI Community Site: Documents > Student Documents*) is intended to support schools and school authorities in determining how to best meet local business requirements and the September 2020 target date. The document has two parts:

- The **Digital Student Record Overview** highlights the many benefits, concepts, standards and best practices recommended by PASI to successfully implement the digital student record. It is intended to be used by administrators and decision makers within schools and school authorities to assist in determining an individualized plan for each organization to move towards implementation of the digital student record.
- A **Readiness Checklist** to assist administrators and decision makers in schools and school authorities to prepare for these changes.

Inquiries related to student record business processes, including entering and using information in PASI (e.g. PASIprep, marks, transcripts, diplomas, etc.) may be directed to the Alberta Student Records team at [StudentRecords@gov.ab.ca](mailto:StudentRecords@gov.ab.ca) or phone 780-422-9337 (toll-free in Alberta by first dialing 310-0000).

### PASI Community Site

The [PASI Community Site](#) includes a number of other supports including information on a standing offer for digitization services and training resources. The site is accessible at:

<https://psp.alberta.ca/sites/pasi>

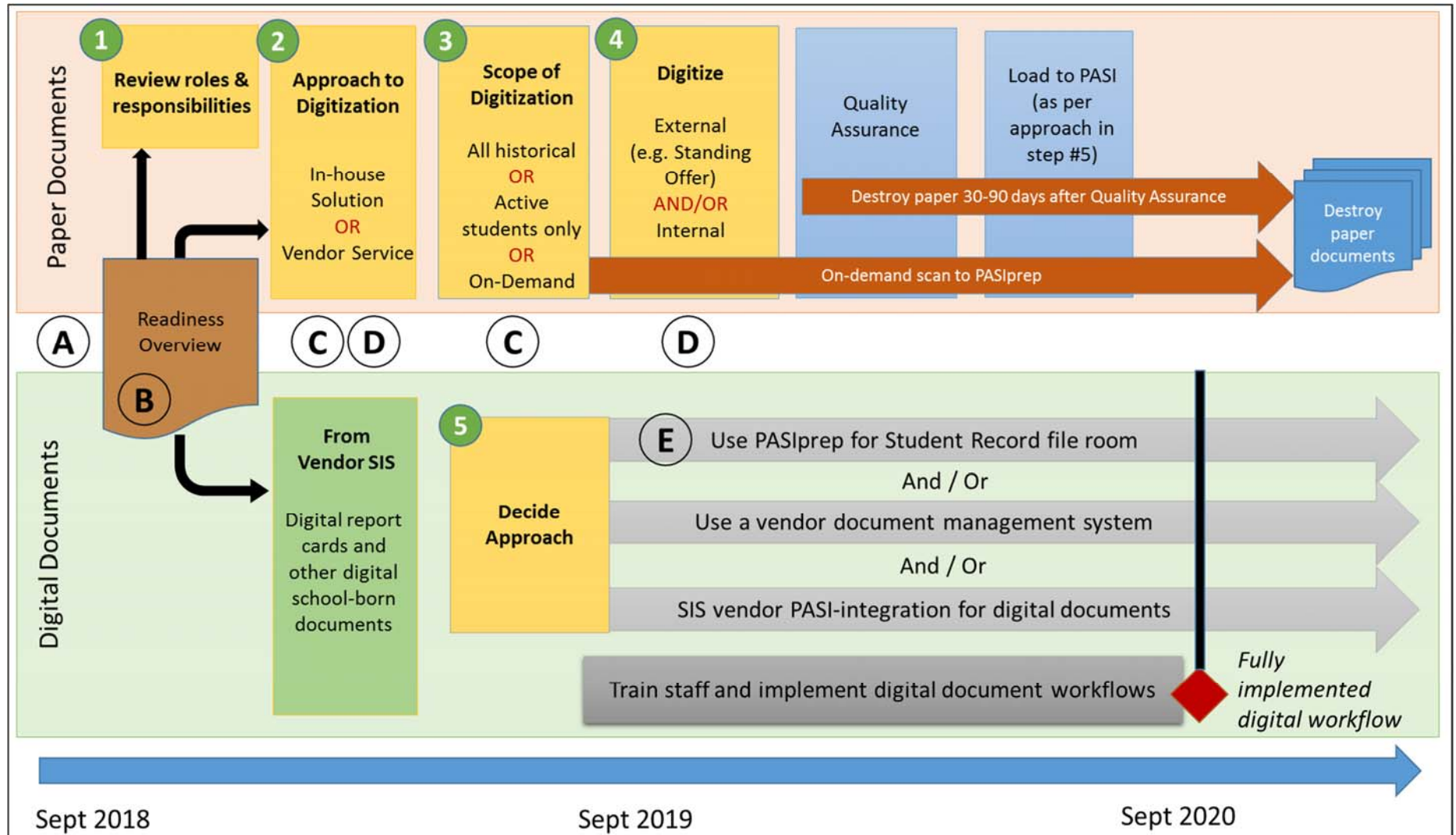
**Navigation: Documents > Student Documents**

- A. **Digital Student Record – Frequently Asked Questions** – this document covers a variety of frequently asked questions about the digital student record
- B. **2018 PASI Digital Student Record – Readiness Overview** – this is the overview and checklist document to support the implementation of a digital workflow
- C. **RFS for Standing Offer** – this folder contains instructions to access the standing offer as well as the RFS template and guidelines
- D. **GOA Digitization Standards** – these are the standards that outline the requirements for digitization of documents
- E. **PASI Digital Student Record Training Resources** – provides a comprehensive 2-page listing of available PASIprep training documents and videos which are available on the PASI community site under *Documents>Training Resources>Student Documents*:
  - Alberta Student Link
  - Bulk Load Student Documents
  - Contribute Student Documents
  - Manage Student Documents
  - View Student Documents

The above resources are referenced in the diagram on the next page to correspond with the steps to a digital workflow.

# Five Steps to 2020 Digital Student Document Workflow

Resources from page 1 are identified by letters A-E.



## Provincial Approach to Student Information (PASI) – Steps to 2020 Digital Student Documents