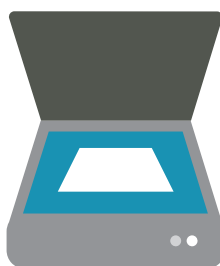


## Go Digital! Scan & Index Paper Records



### SEND PAPER RECORDS

- + A sample box of intact records is provided to Parchment.
- + Parchment will organize and prepare the records for scanning.



### SCAN & INDEX

- + Records are scanned and key data points are extracted.
- + Institution reviews & approves sample files.
- + The remainder of records are scanned and indexed.

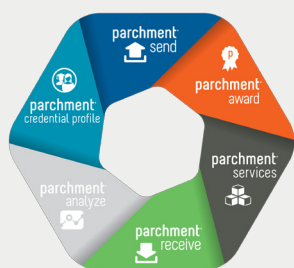


### DELIVER PDFS

- + PDFs will be delivered securely to the institution.
- + PDF file names include the key data points.
- + Have Parchment shred or return your paper records.

Parchment's Scan & Index Service will digitize paper student records and provide you with PDFs that include key data points. Simply send a sample box of records and Parchment's FERPA trained staff will digitize them and extract seven data points: First name, Middle name, Last Name, Date of Birth, Student ID, Last 4 of SSN and Grad Year. After reviewing the PDFs from the sample box, Parchment will proceed with digitizing all of the student records provided.

Scan & Index is extremely flexible, allowing you to create a solution for digitizing and managing all of your paper records quickly and efficiently. Let Parchment know what your goals are for going digital!



Parchment Services, including Scan & Index, is part of the comprehensive digital credentials management platform designed help you turn credentials into opportunities.

**Learn More:** [www.parchment.com](http://www.parchment.com)