Going Digital Webinar

Getting Started: Paper Records to Digital Files

Welcome & What You Will Learn

SIMPLE STEPS TO START DIGITIZING

HOW TO ORGANIZE DIGITAL FILES

TIPS, TOOLS, AND EXAMPLES

Why Student Records Matter

KEEPS OPERATIONS RUNNING SMOOTHLY

PROTECTS THE STUDENT & THE INSTITUTION

REQUIRED BY GEORGIA LAW

Georgia Law

GEORGIA LAW O.C.G.A. § 20-3-250.6

§ 20-3-250.6. Minimum standards for educational institutions

§ 20-3-250.6. Minimum standards for educational institutions

(a) In establishing the criteria required by paragraph (2) of subsection (b) of Code Section 20-3-250.5, the commission shall observe and shall require that a nonpublic postsecondary educational institution must be maintained and operated, or, in the case of a new institution, it must demonstrate that it can be maintained and operated in compliance with the following minimum standards:

(1) That the quality and content of each course or program of instruction, training, or study are such as may reasonably and adequately achieve the stated objective for which the course or program is offered;

(2) That the institution has adequate space, equipment, library and physical facilities, instructional materials, and personnel to provide education of good quality;

(3) That the education and experience qualifications of directors, administrators, supervisors, and instructors are such as may reasonably ensure that the students will receive education consistent with the objectives of the course or program of study and that each director and instructor shall satisfactorily meet educational qualifications and other requirements established by the commission;

(4) That the institution provides students and other interested persons with a catalogue or other written description containing information describing the programs offered; program objectives; length of program; schedule of tuition, fees, and all other charges and expenses necessary for completion of the course of study; cancellation and refund policies consistent with standards adopted by the commission; prior year's enrollment, graduation, and job placement rates; and such other material facts concerning the institution and the program or course of instruction as are reasonably likely to affect the decision of the student to enroll therein, together with any other disclosures specified by the executive director or defined in the rules and regulations of the commission; and that such information is provided to prospective students prior to enrollment;

(5) That upon satisfactory completion of training, the student is given appropriate educational credentials by such institution indicating that such course or courses of instruction or study have been satisfactorily completed by said student;

(6) That adequate records are maintained by the institution to show attendance, progress, or grades and that satisfactory standards are enforced relating to attendance, progress, and performance;

(7) That the institution is maintained and operated in compliance with all pertinent ordinances and laws, including rules and regulations, relative to the safety and health of all persons upon the premises;

(8) That the institution is financially sound and capable of fulfilling its commitments to students;

(9) That the institution does not engage in advertising, sales, collection, credit, or other practices of any type which are false, deceptive, misleading, or unfair;

(10) That the chief executive officer, trustees, directors, owners, administrators, supervisors, agents, staff, and instructors are of good reputation and character and that each institution has an education director who meets the requirements established by the commission for such position which requirements shall be substantially related to the predominant course offerings at that institution;

(11) That the student housing owned, maintained, or approved by the institution, if any, is appropriate, safe, and adequate and meets all local fire, safety, and health codes;

(12) That the institution has and maintains a reasonable and proper policy, consistent with standards adopted by the commission, for the refund of the unused portion of tuition, fees, housing or dormitory fees, and any other charges in the event a student enrolled by the institution fails to begin a course or withdraws or is discontinued therefrom prior to completion, which policy shall take into account those costs to the institution that are not diminished by the failure of the student to enter or complete the course of instruction;

(13) That the institution maintains a policy of allowing any student a minimum of 72 hours from the date of the contract or agreement to cancel any contract or rescind any agreement to become a student at the institution and that in the event of any such cancellation or rescission, the student shall receive a refund of the total tuition and fees, if any, paid to the institution at the time of or in connection with the execution of the contract or agreement and that such policy shall be a clearly stated part of any written contract or agreement required of students attending the institution; and

(14) That the institution posts continuously in a conspicuous place a notice, in such form as required by the commission, which sets forth the procedures for filing a complaint with the commission for any alleged violation of this part.

(b) In lieu of the criteria set forth in subsection (a) of this Code section, or in addition thereto, the executive director, for good cause shown and with the advice of the commission, may amend, modify, substitute, or alter the terms of such criteria as necessary and advisable because of the specialized nature and objective of the operation of the postsecondary educational institution.

(c) Institutions otherwise exempt from certain provisions of this part under paragraphs (7), (10), (11), and (13) of subsection (a) of Code Section 20-3-250.3 shall be required to meet the standards of financial soundness and being capable of fulfilling commitments to students as provided in paragraph (8) of subsection (a) of this Code section, and, because of such requirement, each such institution shall provide the commission with audited financial statements as performed by an independent certified public accountant and at such times as the commission shall require. The commission may impose a fee to be paid by such institutions to offset the cost of receiving and reviewing such audited financial statements. Institutions otherwise exempt from certain provisions of this part under subsection (c) of Code Section 20-3-250.3 shall be required to submit annual financial reports to the commission when applying for annual renewal of exemption or authorization using the reporting format provided by the commission. In addition thereto, institutions otherwise exempt from certain provisions of this part under paragraph (10) of subsection (a) of Code Section 20-3-250.3 shall be subject to the requirements of Code Sections 20-3-250.8, 20-3-250.10, and 20-3-250.27. The reports to the Governor and to the General Assembly required by subsection (h) of Code Section 20-3-250.27 shall include a summary of the commission's findings from its review of audited financial statements required by this subsection.

(d) The commission shall be authorized to adopt rules pertaining to the content and format of financial reports to be submitted by postsecondary educational institutions applying for authorization to operate in this state.

HISTORY: Code 1981, § 20-3-250.6, enacted by Ga. L. 1990, p. 1166, § 3; Ga. L. 1991, p. 687, § 2; Ga. L. 1992, p. 1657, § 3; Ga. L. 1992, p. 2615, § 3; Ga. L. 1993, p. 91, § 20; Ga. L. 1994, p. 1282, § 4; Ga. L. 2021, p. 505, § 2/HB 152; Ga. L. 2022, p. 378, § 4/SB 333.

The 2021 amendment, effective July 1, 2021, substituted "(11), and (13)" for "(11), (12), and (14)" near the beginning of the first sentence of subsection (c).

The 2022 amendment, effective July 1, 2022, redesignated the former introductory language of subsection (a) and former paragraph (a)(1) as the introductory language of subsection (a), substituted "that a nonpublic" for "compliance with the following minimum standards: (1) A nonpublic" in the introductory language of subsection (a), redesignated former subparagraphs (a)(1)(A) through (a)(1)(N) as present paragraphs (a)(1) through (a)(14), respectively, substituted "the institution does not" for "neither the institution nor its agents" in paragraph (a)(9), inserted "agents," in paragraph (a)(10); deleted former paragraph (a)(2), which read: "An applicant for an agent's permit shall be an individual of good reputation and character and shall represent only a nonpublic postsecondary educational institution or institutions which meet the minimum standards established in this Code section and the criteria established under paragraph (2) of subsection (b) of Code Section 20-3-250.5."; and substituted "paragraph (8) of subsection (a)" for "subparagraph (a)(1)(H)" in the first sentence in subsection (c).

The 2025 amendment, effective July 1, 2025, part of an Act to revise, modernize, and correct the Code, substituted "catalogue" for "catalog" in paragraph (a)(4).

Translation:

- Maintain complete and accurate student records
  (Attendance, Progress, Grades)
- Must Issue appropriate academic credentials upon completion
  (Transcripts)

GNPEC Minimum Standard 6: Student Records

Standard 6: Student Records

Statutory Authority: *O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(6); 20-3-250.17*

1. Student records must include the following:
    a. Attendance record or equivalent measure of progress;
    b. Ongoing grade records for current students;
    c. Transcripts for students that are no longer enrolled (graduated or withdrawn) reflecting courses taken with credit and/or grades earned;
        i. The transcript must be held by the institution as a permanent record.
    d. Financial ledger;
    e. Previous education and training documents (e.g., high school diploma, GED, college transcripts, etc.); and
    f. Student Application and/or Enrollment Agreement.
        i. GNPEC Student Disclosure Form required for unaccredited institutions.
        ii. Entrance exam results (if required).
2. The institution, while operating, must provide for the permanent storage, retrieval, confidentiality, and adequate protection of student academic records including the following:
    a. The protection of hard copies of student academic records against pilferage, fire and tampering via digital cloud storage or a second copy off-site.
3. The institution must have established internal policies, controls, and procedures guiding the record keeping of attendance, grades, finances, enrollment, and program/course completion.
    a. In the case of institutional closure, the closing institution is responsible for teaching out currently enrolled students prior to closure or facilitating teach-out arrangements, which must be approved by the Commission, at another approved institution prior to closure.
4. Should an institution cease operation in Georgia, it must file with GNPEC (or a third party acting on behalf of GNPEC) transcripts for all former students and academic records of students that were active at the time of closure.
5. In the event it appears to the executive director that any such records of an institution discontinuing its operations are in danger of being destroyed, secreted, mislaid, or otherwise made unavailable to the executive director, the executive director may, with court order, seize and take possession of such records, subject to the confidentiality accorded normal school records.

Translation:

While you are in operation you must have complete student records & they need to be protected/backed up.

Yearly Renewal Application: Tab 5 Records Agreement

Records Agreement

I agree to assure the following record-keeping practices, procedures, and policies:

1. I agree to maintain permanent records which provide complete and useful information for each student. These records, at a minimum, will include: a written record of previous education and training; a record of any test required for entrance to the institution; a list of courses taken with credit and/or grades received; dates of attendance; a record of any certificate, diploma or degree earned, and other pertinent information.
2. I agree to present to the student, upon successful completion of training, an approved certificate or diploma indicating that the course and training were satisfactorily completed. This is noted in the student's permanent record.
3. I agree, upon request, to provide an official transcript to any student or graduate who is not financially obligated to the institution. If any charge is made for this service, such cost will be disclosed to the student before entrance to the institution.
4. I agree that the institution will not represent that students successfully completing a course or program of instruction may transfer credit to any other institution of higher education, unless such is a documented fact.
5. I agree that all permanent student records will be surrendered to the Nonpublic Postsecondary Education Commission in the event the institution ceases operation.

As the person responsible for the regular operation of this institution, or as a person authorized to attest on his or her behalf, I agree to assure the aforementioned record-keeping practices, procedures, and policies.

Attestation By:

You Sign Here Every Year!

LET'S GET STARTED!

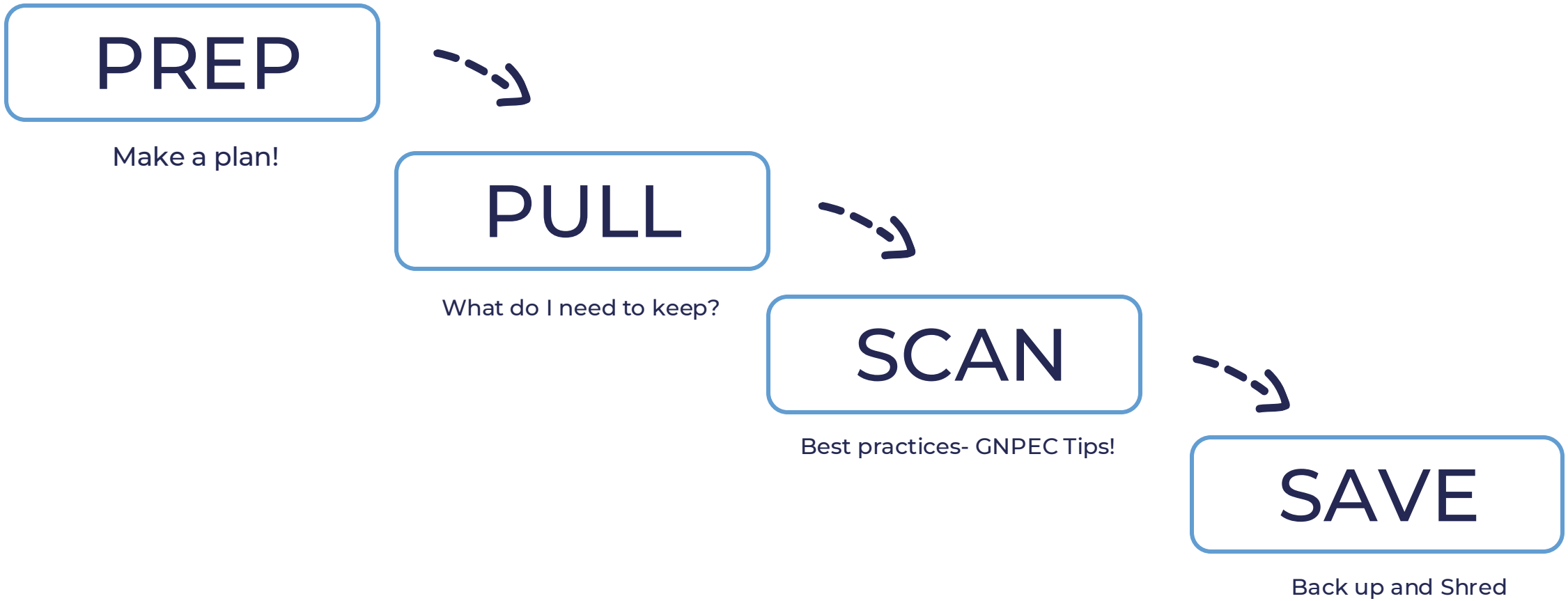
Current Digitizing Workflow

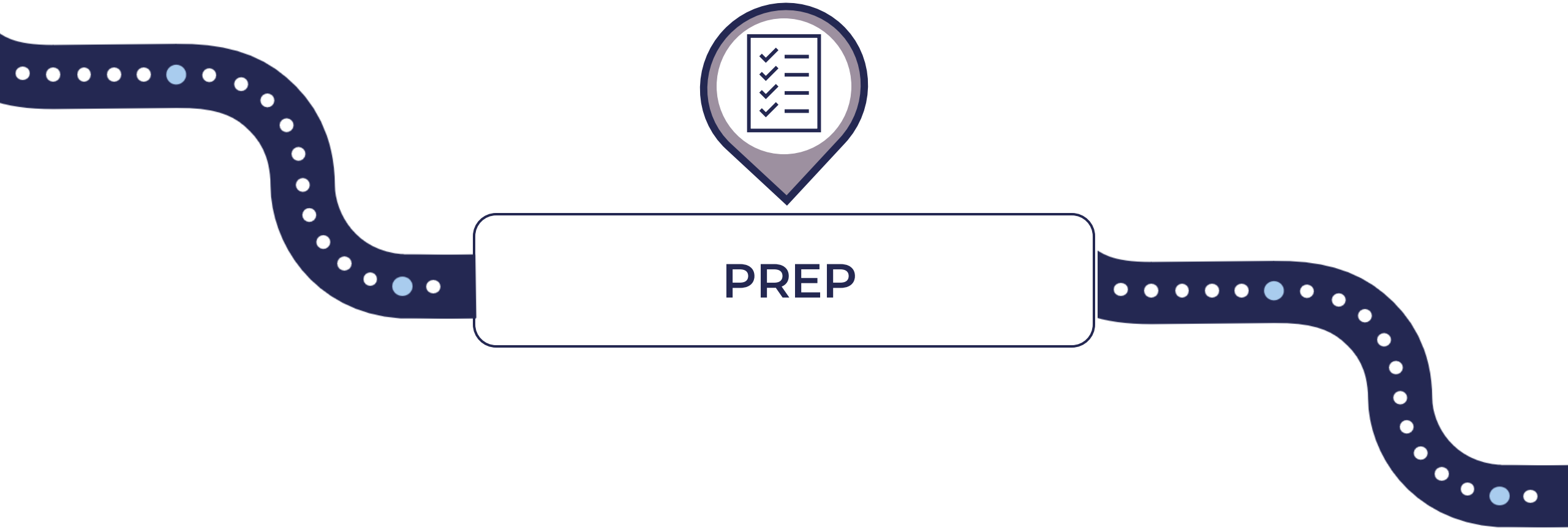
CURRENT RESOURCE

Start to Finish Overview + Tips

AVAILABLE ONLINE!

SIMPLIFIED Digitizing Workflow




PREP

Digitizing Workflow : PREP

Choose between 2 simple options to get you started

#1 THE WORKING FOLDER

Ongoing Digitization

1. **Start at Enrollment**
2. Create digital Student Folder
3. Scan paper documents as they are completed
4. Save each document as individual PDF
    1. ***Example: "Jenn, Peck_Enrollment Form.PDF"***
    2. ***Example: "Jenn, Peck_GNPEC Student Disclosure.PDF"***
5. **Shred** paper documents

#2 THE ONE-TIME SCAN

End-of-Program Digitization

1. **Start at Graduation/Withdrawal**
2. Create digital Student Folder
3. Pull all required paper documents from student folder
4. Scan all documents together as one PDF
5. Save as Student's Name
    1. ***Example: "Peck, Jenn"***
    2. ***Example: "Peck, Jenn_Fall 2026"***
6. **Shred** paper documents

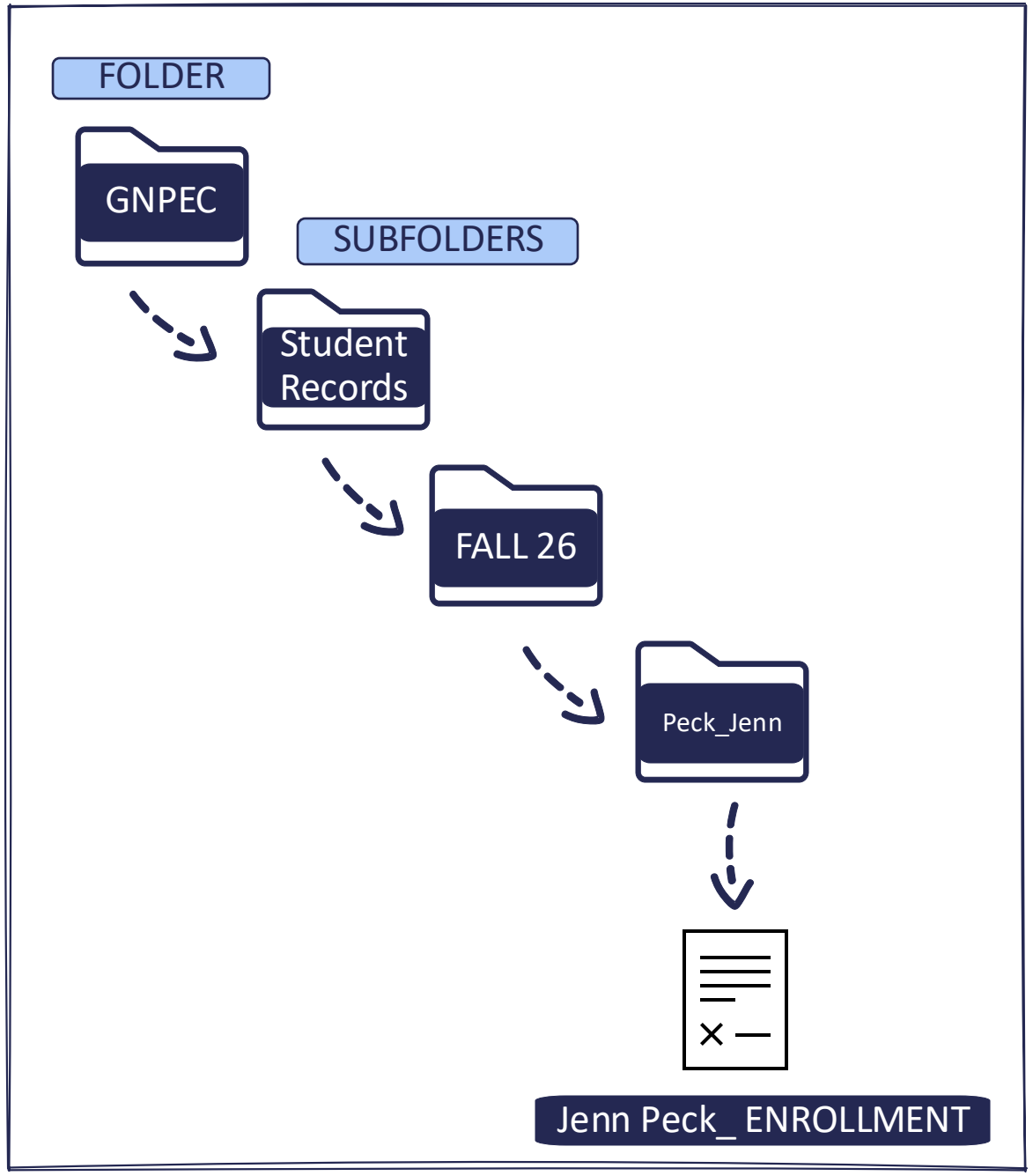
Option #1 Digital Structure Example

#1 THE WORKING FOLDER

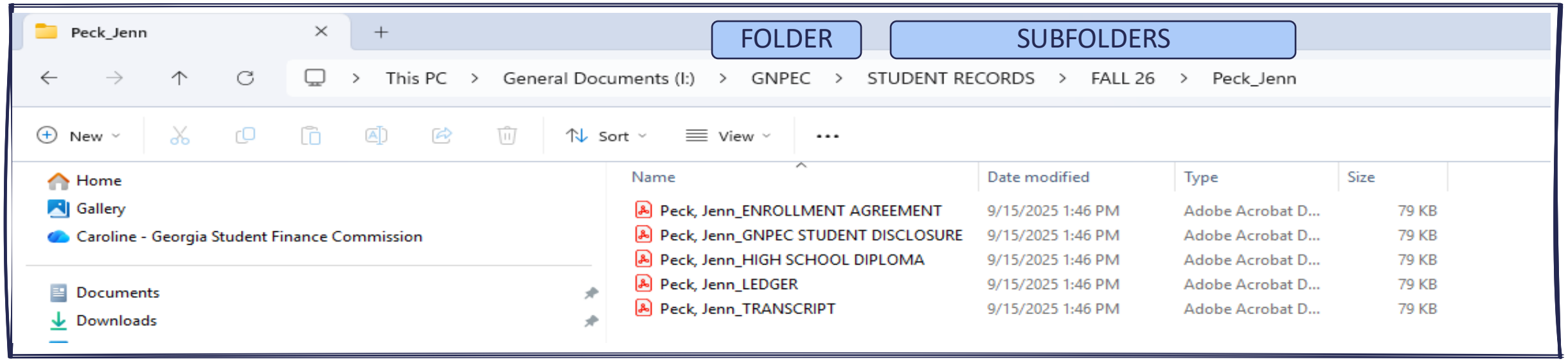
Ongoing Digitization

1. **Start at Enrollment**
2. Create digital Student Folder
3. Scan paper documents as they are completed
4. Save each document as individual PDF
    1. ***Example: "Jenn, Peck_Enrollment Form.PDF"***
    2. ***Example: "Jenn, Peck_GNPEC Student Disclosure.PDF"***
5. **Shred** paper documents

All records are individually stored in each student's folder



Option #1: Windows File Structure Example



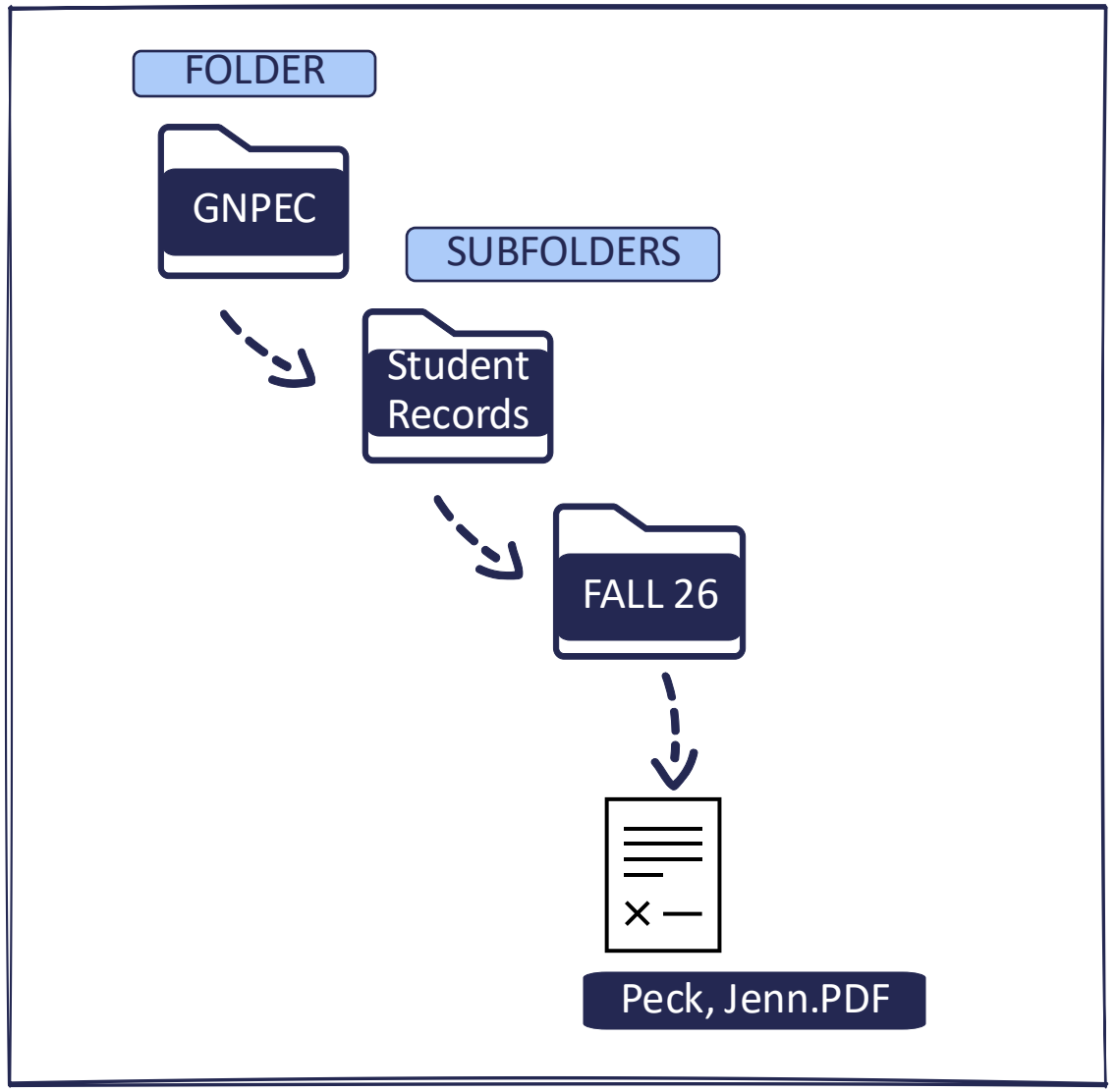
Digitized files will make your site visits go faster!

Digital Folder Structure Example

#2 THE ONE-TIME SCAN

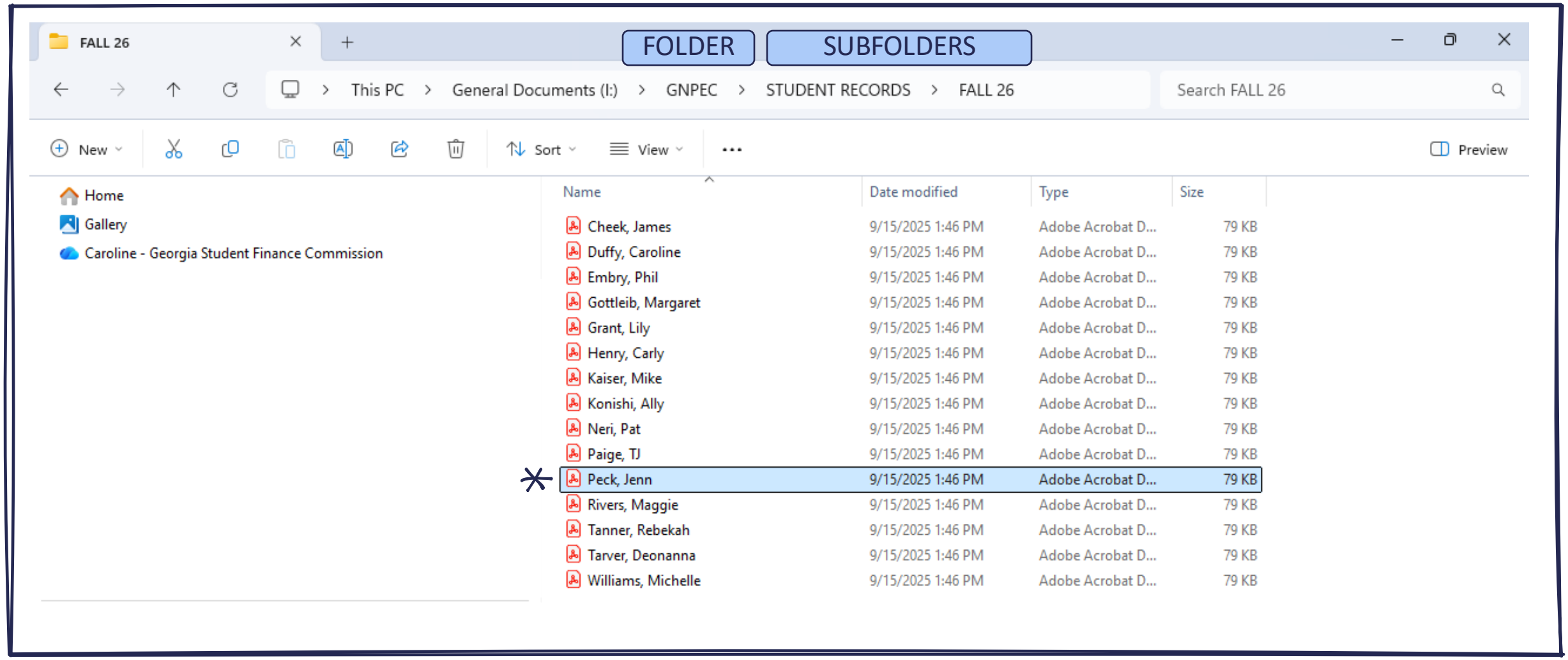
End-of-Program Digitization

1. **Start at Graduation/Withdrawal**
2. Create digital Student Folder
3. Pull all required paper documents from student folder
4. Scan all documents together as one PDF
5. Save as Student's Name
    1. ***Example: "Peck, Jenn"***
    2. ***Example: "Peck, Jenn_Fall 2026"***
6. **Shred** paper documents



Keep it simple!
Save each PDF w/ just the student's 1st & last name

Option #2: Windows File Structure Example



Digitizing Workflow : What works for you?

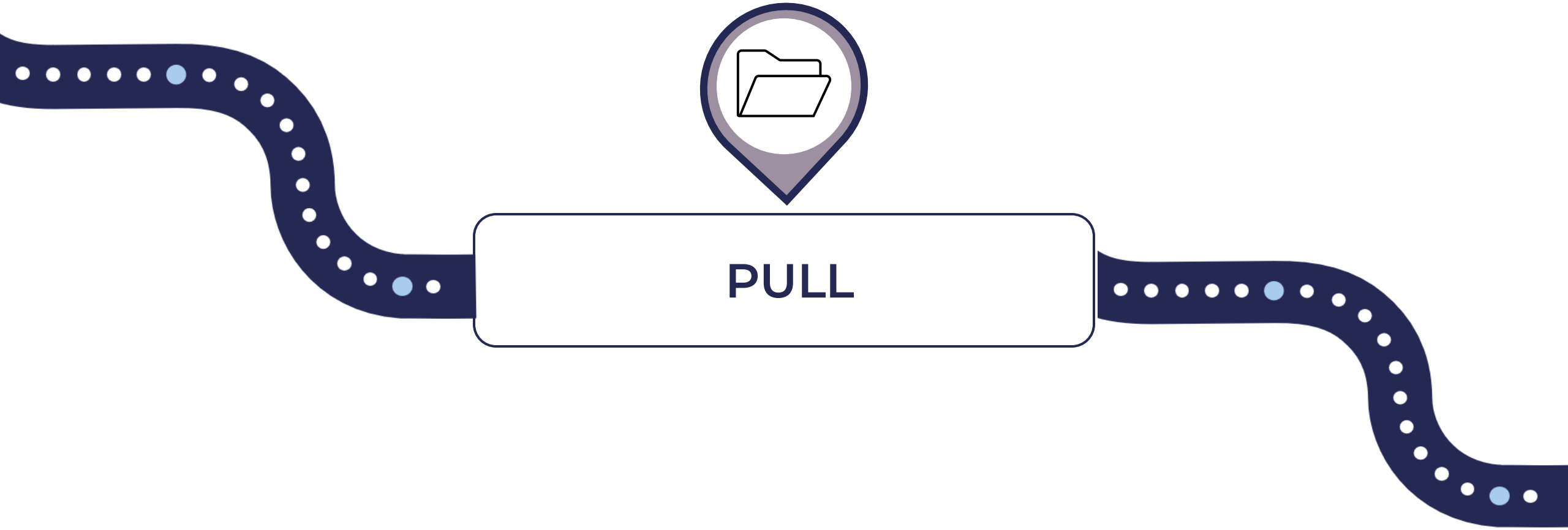
#1 THE WORKING FOLDER

Ongoing Digitization

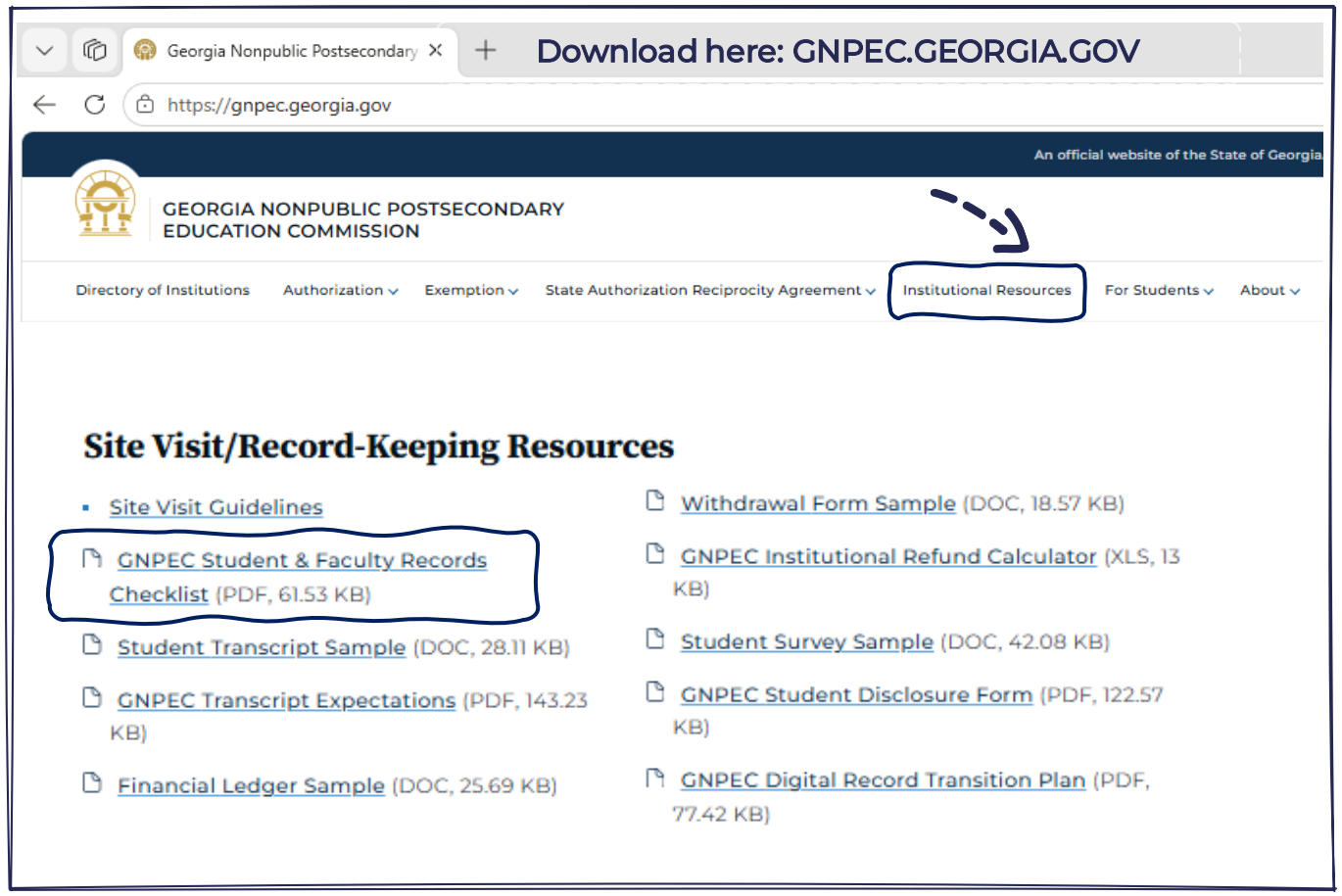
#2 The One-Time Scan

End-of-Program Digitization

Choose the option that works best for you & your team!


PULL

Digitizing Workflow : PULL



GNPEC Records

Expectations for Record Keeping (Standards 3 & 6)
Checklist and Resources

STUDENT

- ☐ **Enrollment Agreement**
  Signed Student Application and/or Enrollment Agreement
- ☐ **Proof of Previous Education**
  High school diploma, GED, College Transcripts, etc.
- ☐ **GNPEC Student Disclosure**
  Unaccredited Institutions Only
- ☐ **Transcript**
  Graduated and Withdrawn Students (Attendance Record for current students)
- ☐ **Ledger**
  Including source, charges, credits, and balance

FACULTY

- ☐ **Proof of Education/ Training**
  Transcript/Diploma, & Current Licensure or Certification if applicable
- ☐ **Proof of Employment**
  Contract, Offer Letter, etc.
- ☐ **Proof of Institutional Orientation**
  Signature page of employee handbook/institutional rules & regulations

TEMPLATES & MORE RESOURCES ONLINE:

Do you work with other agencies?
Make sure you check their record keeping expectations before shredding any documents

GNPEC Records

Expectations for Record Keeping (Standards 3 & 6)

Checklist and Resources

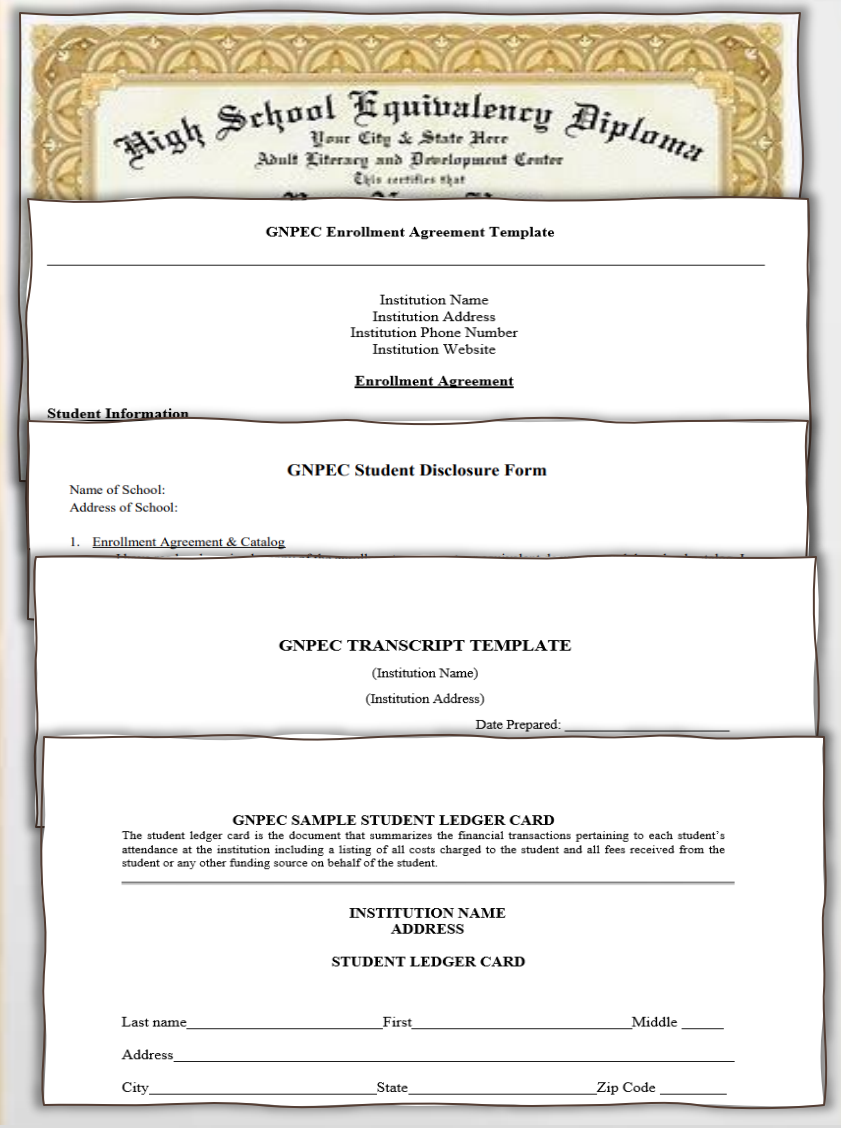
STUDENT

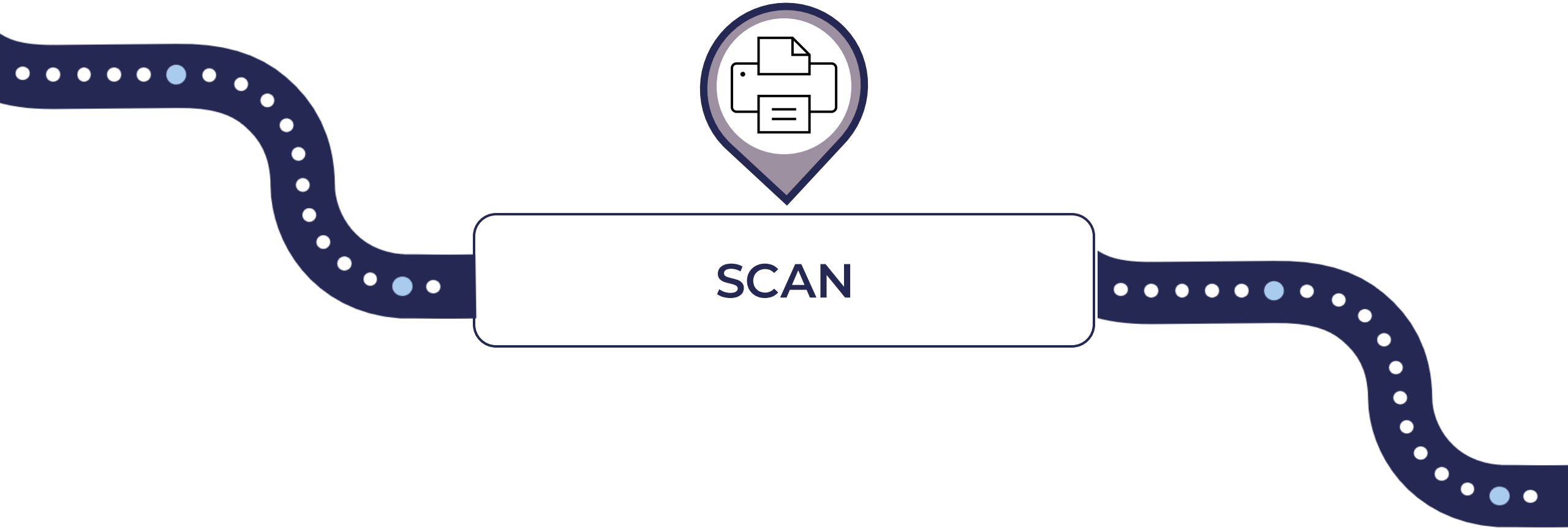
- [x] **Enrollment Agreement**
  Signed Student Application and/or Enrollment Agreement
- [x] **Proof of Previous Education**
  High school diploma, GED, College Transcripts, etc.
- [x] **GNPEC Student Disclosure**
  Unaccredited Institutions Only
- [x] **Transcript**
  Graduated and Withdrawn Students (Attendance Record for current students)
- [x] **Ledger**
  Including source, charges, credits, and balance

FACULTY

- [ ] **Proof of Education/ Training**
  Transcript/Diploma, & Current Licensure or Certification if applicable
- [ ] **Proof of Employment**
  Contract, Offer Letter, etc.
- [ ] **Proof of Institutional Orientation**
  Signature page of employee handbook/institutional rules & regulations

TEMPLATES & MORE RESOURCES ONLINE:




SCAN

Digitizing Workflow : SCAN

Choose a scanner that will work best for your institution's workload & budget

Your Current Printer:
Check to see if your current printer has the scanning function

Your Current Smart Device
Check your app store to see if there are scanning apps compatible with your device

Stand Alone Scanner
Check scanning speed & how many pieces of paper can it scan per minute

When searching your App Store, use Keywords like: "Scanning App with Scan to PDF" or "Scan Paperwork"

Scanning Settings Tip

Recommended GNPEC Settings

Size:

"Match Original Size" or "Detect by length/width"

Color Mode:

Black & White

Scanning Side:

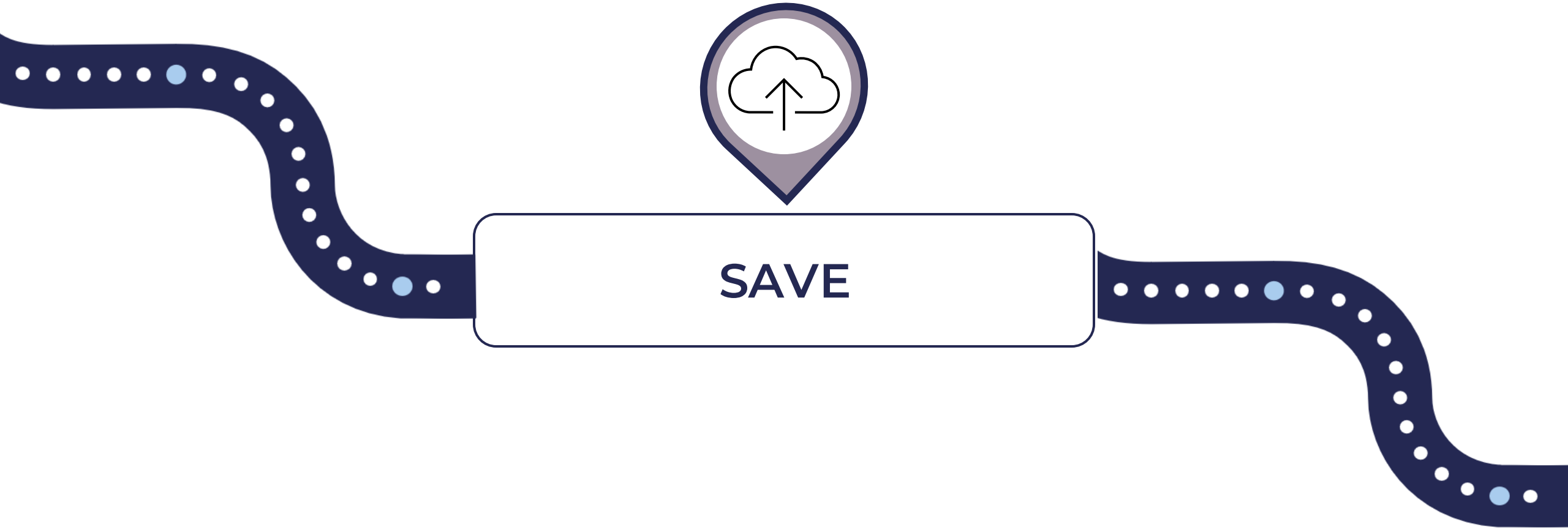
Simplex = One-Sided Paper Scan

Duplex = Double Sided Paper Scan

Look for these "Other" setting options:

"Automatically Straighten Skewed Images"

"Batch Scanning" or "Document Separator" *this function can separate large batches of files and separate them by a set # of pages*


SAVE

Digitizing Workflow : SAVE

GNPEC File Naming Best Practices:

- Keep it simple!
- Always save each file into your main folder **"GNPEC"** or **"Student Records"**
- Save all documents & records as a PDF
- Each student should have their own individual folder or single PDF file
- Use 1st & Last names only **"Peck, Jenn**.pdf"

Digitizing Workflow: SAVE

BACK UP YOUR FILES

- CLOUD SERVICE
- EXTERNAL HARD DRIVE

Why? This keeps your files safe if your computer breaks or disaster happens.

If using external hard drive, create a plan to save your records regularly *(cloud service is automatic)*

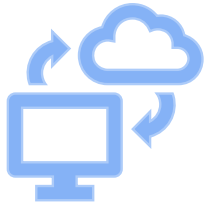
Free Cloud Storage Examples

Google Drive

Free Storage: 15 GB

Works On: Windows, Mac, iPhone, Android, and web browsers

How to Use: Create a free Google account, go to drive.google.com, upload files or folders, use the Google Drive app to sync files from your computer.



Microsoft OneDrive

Free Storage: 5 GB

Works On: Windows (built-in), Mac, iPhone, Android, and web browsers

How to Use: Sign up for a free Microsoft account, go to onedrive.live.com, upload files or install the OneDrive app to sync folders automatically.

Dropbox Basic

Free Storage: 2 GB

Works On: Windows, Mac, iPhone, Android, and web browsers

How to Use: Create a free Dropbox account, go to dropbox.com, upload files or install the Dropbox app to sync folders.

Paid Cloud Storage Examples

Apple iCloud Drive

Pricing: $0.99/month

Storage: 50 GB

Works On: Windows, Mac, iPhone, Android, and web browsers

Pros: Affordable, easy to use

Cons: Limited storage

FileJump

Pricing: $5/month

Storage: 100 GB

Works On: Windows, Mac, Phone, Android, and web browsers

Pros: Affordable, easy to use

Cons: Limited storage

iDrive

Pricing: $69.50/year

Storage: 5 TB

Works On: Windows, Mac, iPhone, Android, and web browsers

Pros: Large storage, secure

Cons: Annual payment

Transcript Readiness

Yearly Renewal Application: Tab 5 Records Agreement AGAIN!

Records Agreement

I agree to assure the following record-keeping practices, procedures, and policies:

1. I agree to maintain permanent records which provide complete and useful information for each student. These records, at a minimum, will include: a written record of previous education and training; a record of any test required for entrance to the institution; a list of courses taken with credit and/or grades received; dates of attendance; a record of any certificate, diploma or degree earned, and other pertinent information.
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3. I agree, upon request, to provide an official transcript to any student or graduate who is not financially obligated to the institution. If any charge is made for this service, such cost will be disclosed to the student before entrance to the institution.
4. I agree that the institution will not represent that students successfully completing a course or program of instruction may transfer credit to any other institution of higher education, unless such is a documented fact.
5. I agree that all permanent student records will be surrendered to the Nonpublic Postsecondary Education Commission in the event the institution ceases operation.

As the person responsible for the regular operation of this institution, or as a person authorized to attest on his or her behalf, I agree to assure the aforementioned record-keeping practices, procedures, and policies.

Attestation By:

You Sign Here Every Year!

GNPEC Minimum Standard 6: Student Records AGAIN!

Standard 6: Student Records

Statutory Authority: *O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(6); 20-3-250.17*

1. Student records must include the following:
    a. Attendance record or equivalent measure of progress;
    b. Ongoing grade records for current students;
    c. Transcripts for students that are no longer enrolled (graduated or withdrawn) reflecting courses taken with credit and/or grades earned;
        i. The transcript must be held by the institution as a permanent record.
    d. Financial ledger;
    e. Previous education and training documents (e.g., high school diploma, GED, college transcripts, etc.); and
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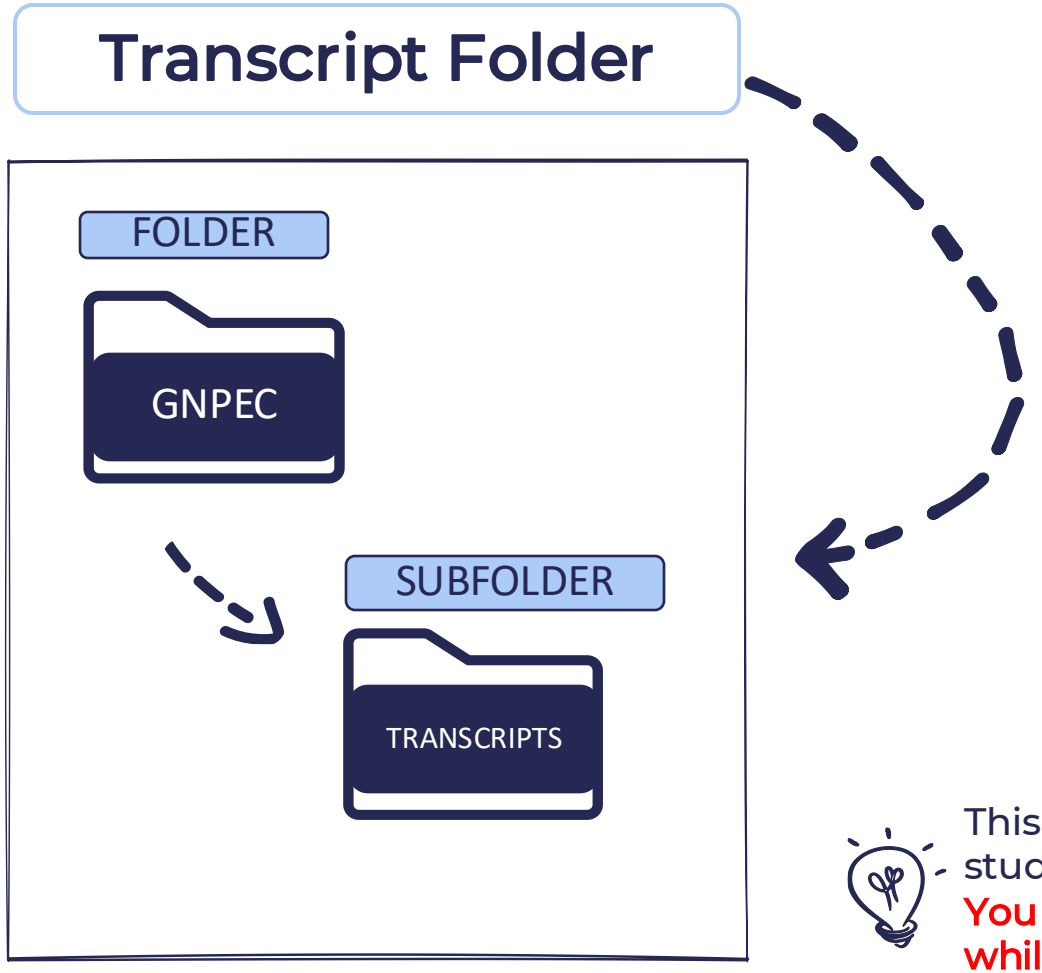
3. The institution must have established internal policies, controls, and procedures guiding the record keeping of attendance, grades, finances, enrollment, and program/course completion.
    a. In the case of institutional closure, the closing institution is responsible for teaching out currently enrolled students prior to closure or facilitating teach-out arrangements, which must be approved by the Commission, at another approved institution prior to closure.
4. Should an institution cease operation in Georgia, it must file with GNPEC (or a third party acting on behalf of GNPEC) transcripts for all former students and academic records of students that were active at the time of closure.
5. In the event it appears to the executive director that any such records of an institution discontinuing its operations are in danger of being destroyed, secreted, mislaid, or otherwise made unavailable to the executive director, the executive director may, with court order, seize and take possession of such records, subject to the confidentiality accorded normal school records.

Translation:

If you close your doors, you must deliver all your student Transcripts to GNPEC

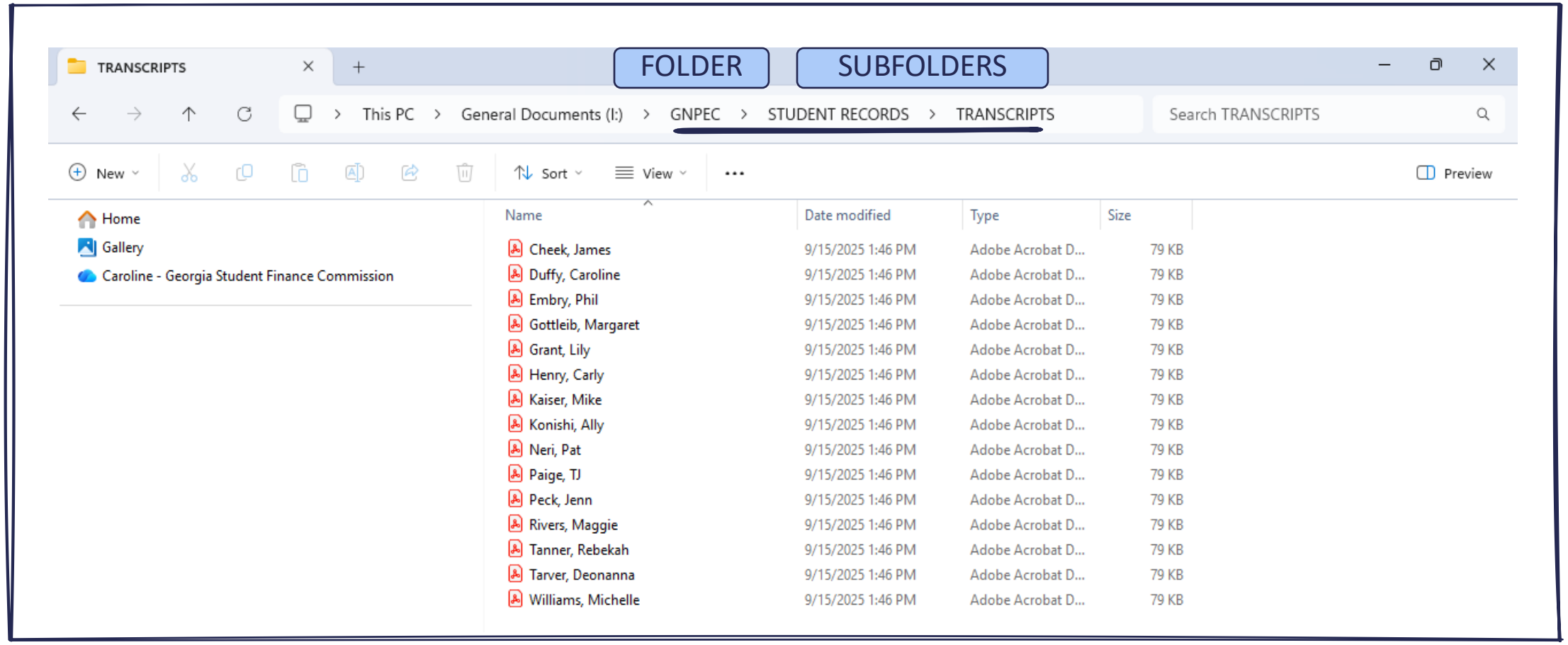
Why? GNPEC is the repository for all closed nonpublic institutions. Students can contact us for their official transcript after your closure.

Recommended: Transcript Folder



This is in addition to your complete student file.
You MUST keep ALL student records while you are in operation!!

Digital Transcript Folder Example



Start with Maintaining Digital Transcripts

Start & Finish Digital

Easiest Start to Digitization!

1. **Start <u>during</u> Transcript creation**
2. Create digital Transcripts Folder
3. Fill out/complete student transcript **<u>digitally</u>**
4. Select **"SAVE AS"** & Enter Student's Name
5. Save each student transcript as individual PDF

   "Example: Peck, Jenn.PDF"

RESOURCES & SUPPORT

GNPEC Resources & Support

- Reach out to your Regulatory Specialist
- Visit the Institutional Resources page on GNPEC's Website:

GNPEC.GEORGIA.GOV

Creating Digital Folders Support

- Mac User Guide- Save to PDF:
- Windows Support: Save to PDF

Q & A

THANK YOU FOR JOINING !