



Going Digital

Transition Plan: Paper Records to Digital Files

Prep



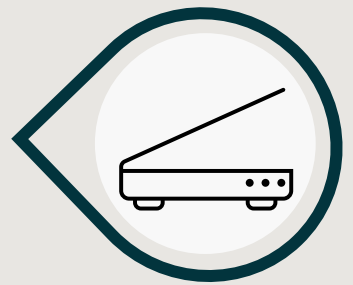
Compliance Check: Follow local laws and institutional guidelines

Decide on Storage Format: PDFs are commonly used and preferred by GNPEC

Tools

Check if your printer has a scanner

Use a flatbed for single sheets or a sheet-fed scanner for multi-page scanning



START

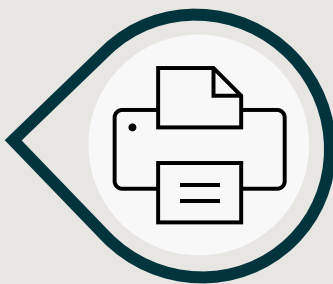
Files

Create Folders: Match your digital folders to your paper organization (e.g. Fall 2025)

File Naming: 1 PDF per student & Use simple, consistent names (e.g., Jane Doe.pdf or Doe Jane.pdf)



Scanning



Scanner Settings: Use 300 dpi for quality scans. Choose grayscale or black-and-white
Save as PDF (preferred by GNPEC)

Tips:

Start with the most recent cohort. After graduation and transcript completion, remove unnecessary items (e.g., homework, tests).

HIRE an intern! Check with local colleges offering **Health Information Management, Library & Information Science, or Business Administration** programs—students need internship hours, and you can hire them to help digitize records

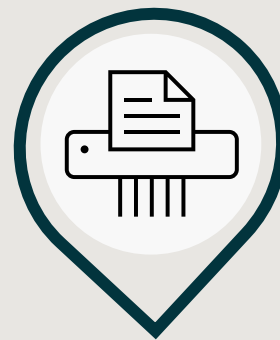
Security

Back Up Files: Primary Storage: Use cloud storage (e.g., Google Drive, OneDrive). Secondary Backup: Set up an external hard drive or secondary cloud service
Automate Backups



Shred

Shred Sensitive Documents: For documents with personal information, securely shred or dispose of the paper records after they are digitized.



FINISH

GNPEC Student Record Check List:

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 Transcript for Graduated and Withdrawn Students (Attendance Record for current students)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

Need help with the basics?
Scan code for YouTube videos & search "basic file saving for mac and pcs":

