



Records Request Gateway

Automated Records Request and Delivery

What is the Records Request Gateway?

Records Request Gateway breathes new life into manual and antiquated records request processes. By combining Online Records Requests with both electronic and traditional delivery, your district now has a simple way to request, deliver and track document requests. Catering to both lower and higher technology connected parent bases, Records Request Gateway can offer your district flexibility and cost savings.

Records Requests from SRC Solutions

Do Records Requests take your staff off task and create bottlenecks in your processes?

Not anymore. Certain times of the school year we are inundated with requests for transcripts, report cards, IEPs, etc. These requests no longer have to take up valuable time searching, processing and delivering. Whether your parents are highly connected and choose to submit their request on line or prefer to come into the office, Records Request Gateway provides a quick 5 minute process to request records and automate delivery.

What can the Records Request Gateway do for my district?

- ✓ Provide district wide process around records request and delivery
- ✓ Collect fees on site, through the mail, or online for records requests
- ✓ Eliminate the consistent disruption of last minute records requests by establishing and communicating time lines
- ✓ Provide records via traditional mail, on site pickup or faster and more efficient online delivery.

The screenshot displays the 'Wilkes-Barre Record Request Gateway' interface. At the top, it shows the user's name 'mat newman' and the status 'Saved on 7/28/2014'. The main section is titled 'Approval' and contains several fields and options:

- Approval Status:** A radio button selection for 'Approved' (selected) and 'Denied'.
- Approval number:** A text input field containing '1234'.
- Name of individual approving request:** A text input field containing 'matt newman'.
- Affirmation:** A radio button selection for 'I affirm' (selected).
- Email address:** A text input field containing 'mat.newman@yahoo.com'.

On the right side of the form, there is a large red circular stamp that says 'APPROVED' with stars around it. At the bottom right, there are buttons for 'Back' and 'Save and Next'. On the left side of the interface, there is a sidebar with a search function and a list of items including 'matt newman', 'Requester', 'mat newman', 'Student', 'Approval', 'Scan Documents', 'Picture', and 'Complete Request'. There are also buttons for 'Appointments', 'Search', and 'Logout'.