



Lexmark IEP Processing Solution

Effortlessly capture, access and manage all the documents surrounding your individualized education programs—connecting staff to the information they need to support student development on a daily basis.

Capturing documents. Removing obstacles. Moving education forward.

Addressing the unique needs of special education students involves an ever-increasing volume of paperwork and legal requirements. Dotting all of the i's associated with IEPs takes valuable time away from your mission—improving student outcomes.

The Lexmark IEP Processing Solution, dramatically reduces the administrative burden by helping you process all IEP related information quickly, accurately and securely.

This powerful combination of Lexmark multifunction printers and Lexmark enterprise software works seamlessly with existing student information systems, including special education management and IEP creation software, to enhance student and parent service, increase staff productivity and unify your compliance approach.

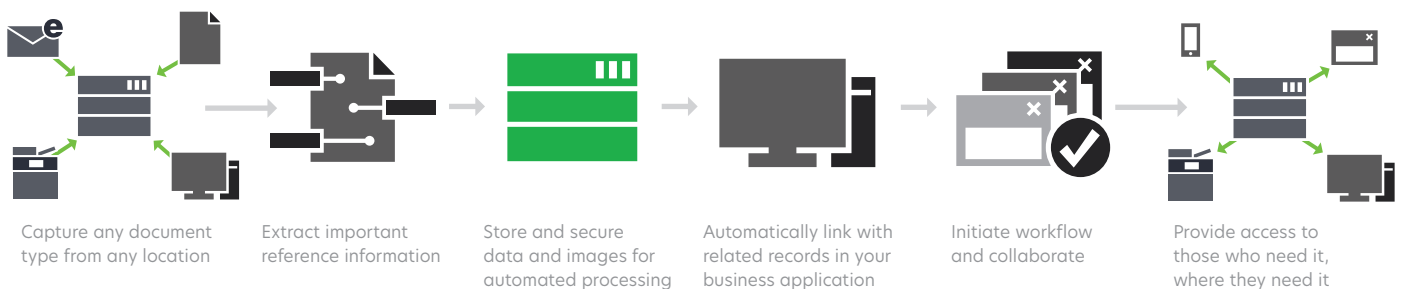
The Lexmark Advantage

Lexmark distributed capture solutions, powered by Lexmark enterprise software solutions, turn multifunction printers into powerful productivity tools that ensure your information, technology and staff are always on the same page.

Efficiency begins at the Lexmark MFP, where employees across your organization can start a business process simply by capturing paper documents. The e-Task touch screen makes this step quick and accurate, intuitively prompting users for additional data that supports intelligent capture, indexing and routing.

Lexmark's Perceptive Content stores the documents securely with all other types of content—computer files, faxes, e-mail and more—enabling others to find, manage, route and use the information wherever and whenever it's needed.

Our flexible, easy-to-deploy solutions integrate content with the ERP systems and applications that drive your daily routines. With just a click, users can instantly access relevant information within the context of the process at hand.



Lexmark multifunction devices and enterprise software for education streamline the document processes that surround your IEP initiatives. Advanced technology enables you to **automate required processes, secure documents throughout their lifecycle** and **provide instant access** to the information needed to advance student performance.



1. A third-grader, Jeffrey, is due for his annual IEP review. As required by law, Jane in the special education department creates a Notice of Meeting form to propose a meeting date with his parents using the district's special education management software.



2. Jane presses the Special Education icon on the e-Task touch screen of the department's Lexmark MFP. She is prompted for authentication, swiping her employee ID badge to log in. The MFP then provides her with secure access to specific special education processes related to her job.



3. Jane selects IEP Review and is prompted to enter the student's ID number. After doing so, the MFP generates a bar-coded Notice of Meeting form.

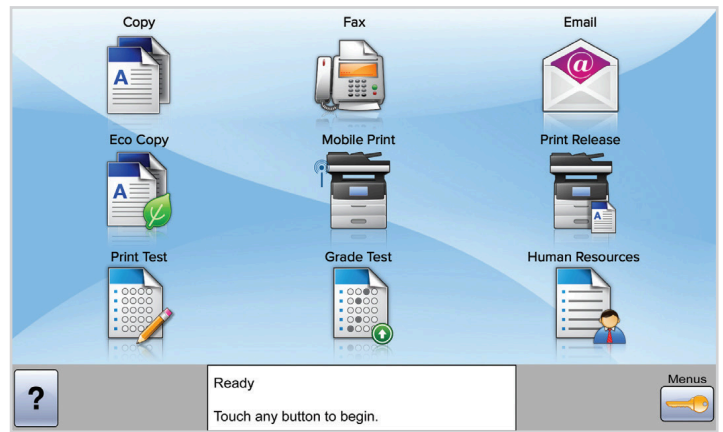


4. The form is sent home to the parents for a wet signature. Once the parents return the signed copy, the document is scanned and captured into Jeffrey's file using the MFP.



5. Perceptive Content stores the form and other related documents scanned at this time—automatically linking them to Jeffrey's student record in the special education management system using the bar code. Then with a single click, authorized staff can access and work with the documents instantly whenever they need them.

Throughout the IEP process, the solution keeps a complete audit trail and tracks every document and version. Powerful features support the data integrity, confidentiality and accessibility requirements that are critical to satisfying IDEA, FERPA, HIPAA and other mandates.



Lexmark MFPs with high-resolution e-Task touch screens offer large viewing displays and are intuitively easy to use. Custom prompts, with keywords and phrases relevant to your business or work process, lead you step-by-step through the capture process.

When you combine Lexmark print and capture technology with innovative enterprise content management solutions, you have everything you need to improve communication—and results—within your most paper-intensive areas.

Solution Benefits

- ▶ Prepare for audits with tracking features and reporting
- ▶ Uphold compliance mandates to maintain special education funding and avoid legal issues
- ▶ Keep student files updated and organized by grouping all documents in a secure, electronic repository
- ▶ Link documents to student records in your student information system (SIS)
- ▶ Improve collaboration and the exchange of information between teachers and parents
- ▶ Efficiently track assessments, reviews, evaluations, student plans and processing
- ▶ Reduce costs associated with storage, file creation and misplaced documents
- ▶ Automate workflows and assign tasks to speed reviews and approvals
- ▶ Control access and secure confidential information to support privacy and retention standards
- ▶ Establish policies for retaining and disposing of documents

Getting Started

Print Less. Save More. More time, more money, in a more environmentally responsible way. To learn more about Lexmark products, solutions and services, please visit: www.lexmark.com