**Student Records Projects – Five Key Steps for Success**

1. **Identify what is needed**
* What equipment is needed?
* What is the state of your existing Student Record?
* What staff will be responsible for scanning and continuing digital Student Records?
* What is your capacity for this project?
1. **Create a Project Plan**
* Identify what is required and what you need to achieve the needed outcome
1. **Establish Governance to support Student Records Management**
* Identify what is to be included in the Student Record aligned with PASI requirements
* Identify who is in charge of Student Records
* Update your Administrative Procedure for Student Record Management and establish governance
* Determine who will do the work and what they need to learn to succeed
1. **Create Procedures and training materials**

Determine the tools and training needed to succeed

1. **Train staff creating and managing digital Student Records and support ongoing questions**