

Adobe Document Cloud and Adobe Sign for K–12 schools and districts

Give the gift of time with all-digital document solutions that fit the way schools and districts work.

From collecting and managing high volumes of faculty, staff, and parent/guardian signatures on mandatory forms to collaborating on planning documents or back-office tasks, documents play a critical role in getting the job done.

With increased pressure to go paperless and meet faculty, staff, and parent/guardian expectations for mobile-friendly, digital experiences, schools and districts are taking a fresh look at powerful digital technologies to replace time-consuming and costly paper-based processes. At the same time, they're controlling budgets and minimizing staff training time by embracing solutions that leverage existing technology investments in applications like Microsoft Office 365 or Google G Suite.

Adobe Document Cloud and Adobe Sign* help schools and districts transform processes into 100% digital experiences that are secure and compliant with rigorous policy regulations. It includes market-leading PDF and e-signature tools, powerful ad hoc and high-volume **workflow automation tools**, as well as prebuilt integrations with the entire Microsoft suite, many Google G Suite apps, and enterprise applications.

Make life easier with digital forms.

Save valuable time with automated sending and tracking of mandatory forms throughout the school year. With automated bulk sending, administrators can send mobile-friendly documents—such as code of conduct handbooks or faculty and staff onboarding forms—with a single click.

Each recipient gets their own individualized form that can be filled, signed, and submitted easily from any device. And tracking is a snap, with a centralized dashboard that shows the status of each form and automatically sends reminders to keep workflows on track.

Save on time and resources.

Get rid of paper by giving faculty, staff, and parents/guardians self-service access to frequently used **electronic forms** that can be signed, submitted, and routed to the right people automatically for quick approval. At the same time, you can also make it easy for staff members to locate, send, and track all manner of documents and forms for more efficient handling of everyday requests.

By adding essential PDF tasks and e-signature workflows to common office tools like Microsoft Office 365 and Google G Suite, faculty and staff can get their work done quickly and easily without switching applications or tracking responses manually.

Get the most from your Adobe Creative Cloud membership.

- Adobe Acrobat Pro—the advanced PDF solution for today's multi-device world—is included with your Creative Cloud membership.
- Adobe Sign* is priced separately and enables simple, legal, and secure electronic signatures.
- Both solutions offer prebuilt integrations with popular apps and systems, including Microsoft and Google.
- Both include seamless web and mobile access.



180,000
Signed immunization forms

The State of Hawaii is enabling parents and guardians of K–12 students to sign **immunization forms** electronically, making it faster and easier to comply with annual processes.

Use cases

Increase staff efficiencies and eliminate the high cost of paper with fully digital and compliant document processes, such as:

Student engagement

- Code of conduct handbooks
- Release and permission forms
- Responsibility forms, e.g., 1:1 devices
- Immunization and health records
- Payments, e.g., field trips or equipment
- Special needs planning, e.g., IEP or 504 plans

Operations management

- Employee contract renewals
- Time off requests
- Benefits enrollment
- Legal contracts
- Vendor agreements
- Purchase orders

Adobe Sign is Microsoft's preferred e-signature solution.



"Adobe Sign was the only solution we found that had a strong vision of integration into existing Microsoft workflows. We're using familiar tools to do more and work faster."

DAVE THALACKER

Former senior director of IT operations and network security, Iowa State University Foundation

Improve collaboration and transparency.

Simplify and streamline collaborative processes that require feedback or approvals from multiple people, such as faculty, staff, or parents. A special needs coordinator, for instance, can make it easy for teachers or parents to comment on a proposed Individualized Education Program (IEP) by simply sharing a link to a secure, mobile-friendly PDF file. Multi-step signature and approval processes can also be initiated and managed easily while working inside apps staff members use every day, including Microsoft Office 365, SharePoint, or Teams. And best of all, Adobe Sign* provides process transparency, tracking each review and signature step, so staff gets real-time insights into who has viewed or acted on documents.

"Not only are Adobe Acrobat and Adobe Sign very user friendly, they also help us work smarter and move towards a green and efficient paperless environment."

RICHARD MILLER

Associate director of instructional technology, Dyson College of Arts and Sciences, Pace University

Digital document processes dramatically reduce costs and turnaround time.

Forrester's 2019 Total Economic Impact Study reveals:



28x faster

Average turnaround time to get an e-signature vs. ink signature



\$28.50 per document

Average savings on paper, shipping, and staff productivity



65 hours

Average saved per year using Adobe Acrobat with Microsoft Office 365

"Adobe Document Cloud & Microsoft 365: Improving Digital Experiences and Driving Significant Savings," and "The Total Economic Impact of Adobe Sign" commissioned studies by Forrester Consulting on behalf of Adobe, August 2019.

Keep it safe and ensure compliance.

Adobe solutions save administrative time by **protecting the privacy of student information**, ensuring **signature legality**, and enforcing regulatory and policy rules automatically—so you can meet requirements for the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and more. Automated document delivery, retention, and audit reports simplify record keeping and compliance.

The Adobe advantage—powering transformation for over 25 years.

Adobe invented PDF over 25 years ago—and today is the global leader in digital document experiences. Adobe Document Cloud is trusted by schools and districts around the world, and its e-signature solution, Adobe Sign, is used by more than 50% of the Fortune 500 companies in the private sector.

“By implementing Adobe Sign, we’re improving efficiency, saving time, and providing better experiences for staff and students.”

RADHA KRISHNAN
Chief information officer,
Seneca College

When you choose Adobe, your school or district gets:

- **Solutions that “just work”**—Unlike other options that require time-consuming programming, integration, or staff training, Adobe solutions deliver intuitive digital experiences that get you up and running quickly.
- **Effortless integrations**—Adobe makes it easy to leverage your existing technology investments, so faculty and staff can do more inside the apps they already work with every day. Whether it’s Microsoft Office 365, Microsoft SharePoint, Google G Suite, or a wide range of other systems, Adobe’s prebuilt integrations, APIs, and software development kits (SDKs) create a fast path to success.
- **Peace of mind**—Adobe is deeply committed to **security and compliance** so we can earn your trust every day. Protecting the security and privacy of sensitive documents, data, and systems is a key focus—as is process control—so your school or district can confidently move to all-digital solutions.
- **Unsurpassed accessibility**—Adobe Document Cloud and Adobe Sign* provide comprehensive, time-saving tools for creating and enhancing documents to help ensure accessibility for people with disabilities such as blindness, low vision, or mobility challenges.



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