



# Adobe Sign in K-12 education

Accelerate signature processes and deliver cost-effective digital services for student enrollment, staff management, and IT and facilities management.



The average K-12 institution is heavily reliant on paper-based systems—nearly 80% of forms used in student enrollment, HR and staff management, and IT and facilities management are paper.

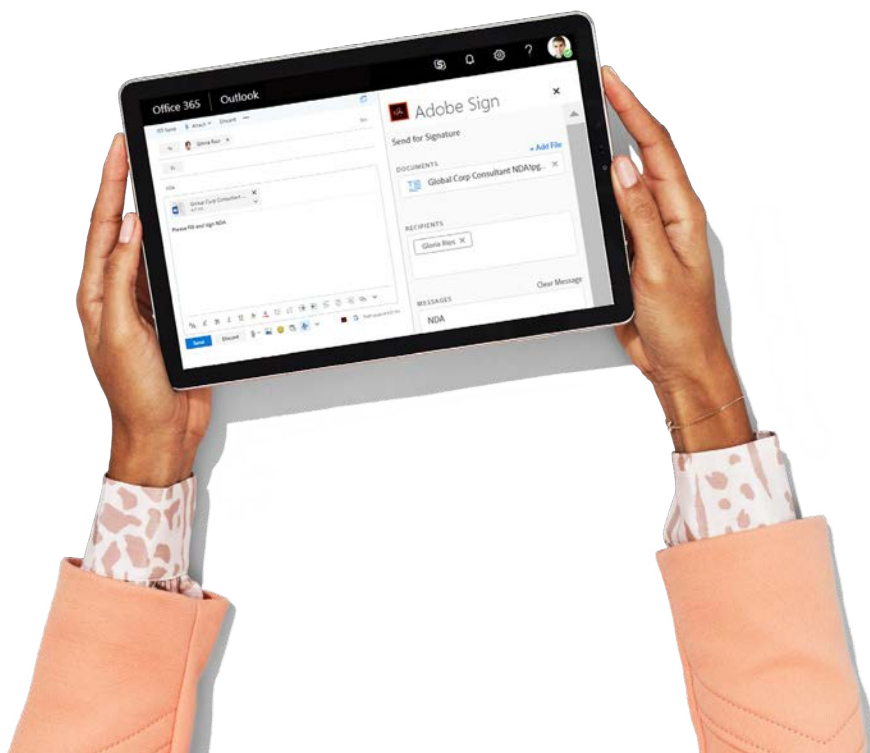
Paper-based workflows involve an arduous and time-consuming process of printing, signing, scanning, and emailing—repeated for every signature required. This approach makes authentication, tracking, and storage challenging and is subject to [compliance](#) and security breaches.

Going digital results in workflows that are easier and more efficient for staff to manage and coordinate, and end users to sign and approve. Adobe Sign can support schools on their digital document journey in three critical areas, with flawless execution.

**Student enrollment**—There are many opportunities to improve and increase productivity while communicating with parents, from applications to Individualized Education Programs (IEPs) and beyond.

**HR and staff management**—Optimizing hiring processes and providing exceptional experiences to staff and faculty can improve their satisfaction, increase retention, and reduce the administrative overhead associated with traditional paper-based processes.

**IT, legal, and facilities management**—IT and facilities teams can use digital technologies to streamline facilities management and optimize IT service approvals.



# Student enrollment.

From registration to parent communication and sign-ups for clubs, IEPs, and more, schooling involves many forms. Adobe Sign simplifies the process for students, parents, and school administrators alike by keeping everything digital and automating the workflow through each step of enrollment.

## Admissions and enrollment.

Simplify and speed up the process of registering and enrolling a student in school. Enable parents and students to fill out and complete forms electronically from anywhere. Capture student information once, and then use it to prefill and send additional forms automatically, enhancing parent and student experiences and reducing errors.

## Athletics and resource requests.

Administrators can create fillable web forms for students to use when requesting use of a facility (gym, performing arts center), software license, and lab equipment or when signing up for athletics. These repeatable processes are easily carried out with workflows and templates that can be reused.

## IEPs.

Teachers and administrative staff can get legal and auditable e-signatures from parents before creating IEPs for students. Adobe Sign makes it easy for schools to send prefilled forms via automated workflows that ensure multiple signatures are included.

## Parking.

Parking permit forms can be filled out and signed from anywhere. And schools can issue parking permits with automatic tracking and management of signatures and applications, eliminating the need to manually handle these processes.

## Permission slips.

Teachers can easily send out permission slips for field trips and more. Schools are able to deliver exceptional experiences to parents by allowing them to submit forms that are filled out and signed electronically.

## Transfers and change requests.

Parents can fill out and sign forms for intradistrict and interdistrict transfers or changes to classes when the school moves all forms online. Completing these processes now takes minutes instead of days.

# HR and staff management.

Every school depends on dedicated faculty and staff to deliver great educational experiences, but time-consuming paperwork can slow them down. Adobe Sign automates document and form-intensive processes, reducing errors and administrative tasks—so staff can spend more time on the work that matters.

## **Background checks.**

Screen candidates quickly and simply by optimizing the background check process with a form that can be completed and signed online.

## **Benefits forms.**

Make it easy for faculty and staff to complete paperwork pertaining to benefits and health insurance. Provide intelligent forms that auto-populate with employee information and offer a simple way to select coverage and opt in or out of employee programs. And be confident that these records and selections will be securely transmitted and stored with Adobe Sign.

## **Employee management.**

Create automated and self-serve workflows for a wide range of standard employee processes, such as performance reviews, course approvals, or changes of address. Let staff members send reminders to others. Then store it all securely and automatically, so the information is easily available for validation and future reference.

## **Hiring and onboarding.**

Maximize human resources efficiency with end-to-end digital processes for signing and approvals, document package preparation, protection, and more. Approve new positions. Hire and onboard new teachers and staff. And integrate with leading business systems like Workday.

## **Policy distribution.**

When institution-wide policy updates need to be communicated, you can quickly send them to all faculty and staff for signature using a single workflow.

## **Travel and growth.**

Simplify travel approvals and expense reporting for staff members—and students—so they can take advantage of off-campus growth opportunities. Create self-serve workflows that provide instant access to the right forms. Route forms for multiple signatures or approvals automatically.

# IT, legal, and facilities management.

While providing quality education to students, administrators and IT have to ensure that they keep other aspects of the school running smoothly. Adobe Sign streamlines the time-consuming paper-based processes associated with forms, signatures, and more.

## Asset management and IT requests.

Simplify incoming IT requests by creating self-serve forms and intelligent workflows that automatically route documents to the right stakeholders for approval and service request management.

## Liability, health, and safety forms.

[Create fillable forms](#) for partners, vendors, and external staff to fill out and submit before coming to work on campus. You can securely record and access this data for auditing purposes whenever you need it.

## Real estate and leasing.

Confidently manage campus properties and assets. Create purchasing forms for new requests, like equipment leases that require legal e-signatures. Combine them with other forms to make sure that everything is handled in one streamlined process.

## Vendor contracting.

Onboard and manage all the vendors and partners needed to keep your campus running smoothly—from facilities to equipment and food services. Complete forms with signatures and attachments from multiple parties inside and outside your organization, and store them securely in one place.

## Waivers and petitions.

Create templates and self-serve forms ready for faculty and students to use if they need to electronically sign a waiver or a petition. Design the workflows so that the forms are automatically submitted to the right stakeholder.

