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MEMORANDUM

TO: Board Members

FROM: Sandi Anusavice

RE: **Paperwork Reduction Report for SY 2006-2007**

DATE: August 8, 2007

In August 2006, Cheryl S. Allen was appointed as the district contact person for the reporting of concerns regarding paperwork reduction. The Assistant Principals for Curriculum, Career Resource Teachers, and Department Chairs at each school served as contact persons for the school whereby teachers could forward their concerns. In turn, the APCs and CRTs would forward these suggestions and concerns to Mrs. Allen.

One suggestion has been received. High school teachers are now required to complete an instructional validity form for each course that they teach. These forms, several pages in length, state each Sunshine State Standard that is to be taught. The teachers feel that since the district-adopted textbooks align with these standards, the forms are unnecessary as long as they can document that the chapters from the text have been covered, e.g., their lesson plans.

There are many ways in which teachers may document instructional validity without using these forms. The most efficient way is through the use of the On Course lesson planning tool which automatically cross-references standards to lesson plans. District curriculum staff will work with the APCs and CRTs to develop and communicate simplified methods for documentation.

There was also some concern as to the number of IEP sheets and 504 documents that are needed; however, no suggestions for reduction were included.

In compliance with s. 1001.42(22) F.S., after Board approval, the District will submit this report to the Florida Department of Education no later than September 1, 2007.

SHA/jwb

XC: Dan Boyd
Sandy Hollinger
Cheryl Allen