

**Paperwork/Data Reduction Summary for 2007-08**  
**Collier County Public Schools**  
**August 29, 2008**

Area Addressed	Action
Progress Reporting	<p>Interim reports have been automated by the computer grading system, lessening paperwork for each teacher at interim time.</p> <p>The Grading Manual was changed to incorporate new language from teacher contract, i.e., Interim Progress Reports are issued in grades K-12 each grading period, except for kindergarten students who will not receive interims during the first quarter.</p> <p>The elementary electronic grade book has been reprogrammed to provide additional defaults for the interims and report cards, which move from interim to report card to interim throughout the year.</p> <p>An electronic copy of teachers' grade books is available on the Intranet from any computer in the district.</p> <p>Secondary teachers do not need to print their classroom assignments and grade averages as often since students may now check their grades on-line.</p>
Assessment	<p>Quarterly assessments are available for online administration, are instantly scored, and a variety of student reports can be generated, providing valuable information for refinement of instruction.</p> <p>Online End of Course exams are available for most middle and high school courses.</p> <p>Clickers can be used in classrooms for assessments and student checks.</p> <p>Collier Writes is scored online.</p> <p>Electronic 3<sup>rd</sup> grade portfolio has been entered into Data Warehouse for students to complete online.</p>
ELL and ESE	<p>The number of forms for implementing and monitoring ELL programs has been reduced, and each can be completed online.</p> <p>IEPs, EPs, SPs, the ESE matrix, and encounter logs for Medicaid claiming can be completed online. The number of times the <i>Procedural Safeguards for Students with Disabilities</i> (17-page document) is sent to parents has been reduced.</p>

<p>Instruction</p>	<p>Shared drives have been created in schools to post electronic lesson plans.</p> <p>Document cameras are used to display print materials electronically to whiteboard.</p> <p>Mimio boards allow for electronic display and markup of instructional materials and media.</p> <p>Angel course delivery provides effective electronic sharing of content materials, lessons, media formats, and training to both teachers and students.</p> <p>High School students' Major Areas of Interest information is entered and updated electronically.</p> <p>Handouts are eliminated with the use of Web 2.0 tools such as wikis to disseminate information, materials, and training electronically and to collaborate effectively.</p>
<p>CTAS</p>	<p>The conversion of CTAS into an electronic format is being completed in phases, with the ultimate goal of making it fully paperless and automated.</p>
<p>Staff Development</p>	<p>Scantron forms have been eliminated to verify participation. Instead, session rosters are used to verify participation and then scanned into pdf format to be sent to Tampa.</p> <p>Participants are notified through email to complete online evaluations after session completion to receive MIPs.</p> <p>Session training reports are generated through HERO.</p>
<p>Materials/Equipment Transfer and Repair</p>	<p>Through the Destiny Asset Manager, the transactions for the transfer of equipment can be done online.</p> <p>Through the Destiny Library Manager, collections can be viewed online and books checked out and sent to other sites.</p> <p>Work orders are submitted and tracked electronically through the CCPS website.</p>