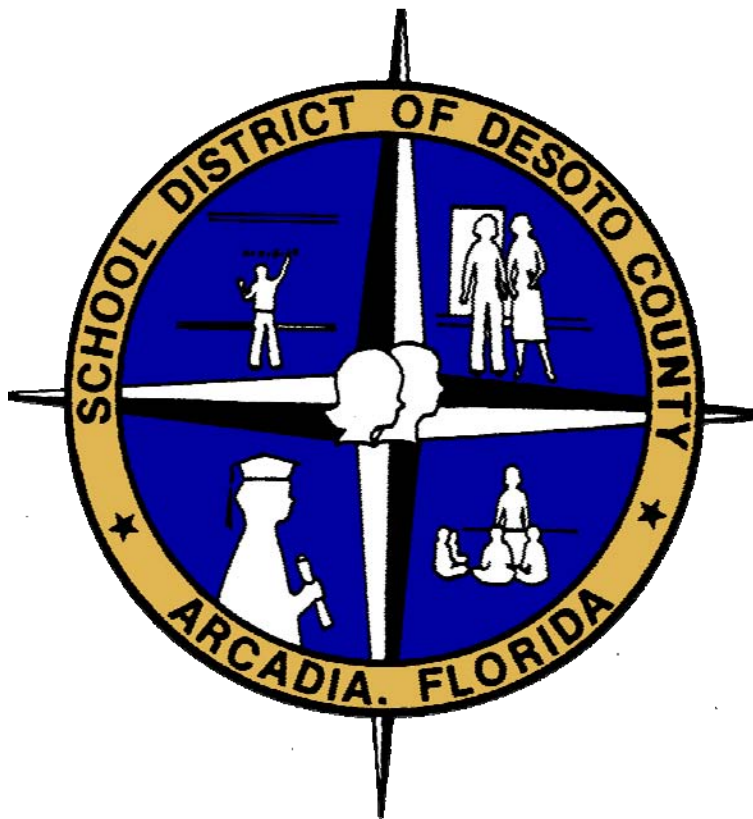


School District of DeSoto County
September 1, 2008
Paperwork Reduction

Final Report



REPORT COMPLIED BY

Betsy Sorrells

I. Summary

HB 281 passed by the Florida Legislature in 2005, resulted in the creation of a state Paperwork Reduction Task Force. The purpose was to acquire data from educational stakeholders and ascertain possible solutions for reducing the amount of paperwork. Special emphasis was to be placed on paperwork requirements for instructional personnel and the relationship of that paperwork and student achievement.

This state level taskforce reported its findings in February 2006. The data that supported the report was based on 21,812 responses to an online survey. The recommendations were noted and acted upon by the 2006 Legislature. Specific implications of this report were included in HB 7087 (A++) during the 2006 legislative session.

II. Goals/Objectives

FL Statutes 1001.42 establishes:

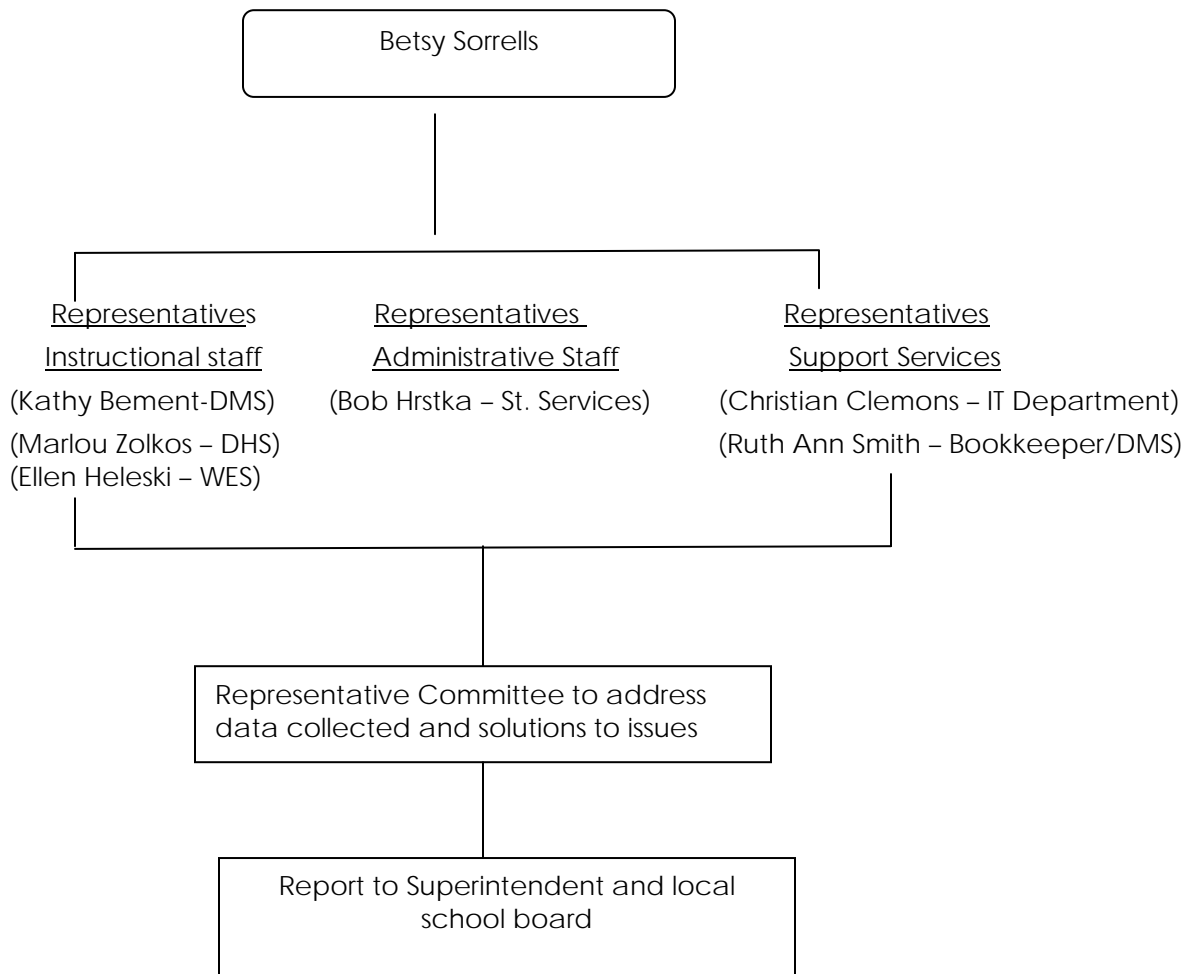
1. each district shall establish a district level Paperwork Reduction Taskforce
2. members of the Taskforce must have a method to communicate with other stakeholders
3. a report shall be compiled based on the findings of the local Taskforce and reported to the local school board annually
4. the results of these findings shall be reported to the State Board of Education by 9/01 of each year.

III. Issues:

- A. There is an abundance of paperwork associated with the Child Study Team process. Much of the paperwork and data collection forms overlap.
- B. Exception Student Education forms including the referral process, testing process, staffing process, delivery of instruction, all Federal regulations; create a burden on the ESE teachers and the Staffing Specialist.

- C. At the elementary level there are two discipline referral forms to use when reporting discipline incidents, a short form for minor incidents and a long form for more serious offenses. This involved too much paperwork and paper handling for the teachers.

IV. Taskforce Members



V. Findings and Suggestions:

Concern:

There is an abundance of paperwork associated with the Child Study Team process. Some of the paper work overlaps with other data collection forms.

District Action:

It was found that the reporting forms and procedures for Child Study Teams were different at the three elementary schools. The administrators of the elementary schools in conjunction with the Division of Instructional Services are reviewing the procedures and paperwork associated with Child Study. The forms have been streamlined for ease of use in the 2008-09 school year. The district will continue to review and revise the forms and procedures as the need arises.

Concern:

Exception Student Education forms including the referral process, testing process, staffing process, delivery of instruction, all Federal regulations; create a burden on the ESE teachers and the Staffing Specialist.

District Action:

The IEP form is prepared using A3, a web-based program, by the ESE teachers and the Staffing Specialist assigned to the school. This provides a more efficient way for the ESE staff to complete the required paperwork. The general education teachers have no responsibility as far as inputting any information on A3, however they are still required to participate in the meetings and give input regarding the student's progress, and types of accommodations which are needed and used in the classroom. This year general education teachers will have access to A3 and will be able to view the IEP for every student that they have on their current roster.

Concern:

At the elementary level there are two discipline referral forms to use when reporting discipline incidents, a short form for minor incidents and a long form for more serious offenses. At one school there was a third form for reporting classroom infractions to parents. This involved too much paperwork and paper handling for the teachers.

District Action:

A committee was formed to examine the current discipline form used at the elementary level and consolidate them into one teacher friendly form to use when reporting disciplines. This new form will also be beneficial for reporting discipline referrals at the district and state level. The new form will be used in the 2008-09 school year.