

PAPERWORK REDUCTION FINDINGS AND POTENTIAL SOLUTIONS  
SCHOOL DISTRICT OF  
ESCAMBIA COUNTY, FLORIDA

Ursula LaMontagne, Paperwork and Data Collection Teacher Representative

In compliance with House Bill 7087 (A++) and legislative changes designed to reduce the paperwork and data collection burdens placed on teachers, principals, and district staff, information was gathered from teachers, ESE officials, and district staff in Escambia County. The following feedback and possible solutions regarding paperwork burdens were gathered by Ursula LaMontagne, the district's Paperwork and Data Collection Teacher Representative. Data has been summarized into two categories.

ESCAMBIA COUNTY PAPERWORK REDUCTION ACTIONS ALREADY TAKEN AND IN PROGRESS

Software is now being used to scan benchmark assessments. The software scores the assessments and integrates them into a tracking system that allows teacher easy access to results. All assessment items are linked to Sunshine Standards allowing teachers to receive reports of student progress by standard.

Teachers are currently creating curriculum maps manually. District staff is in the process of finalizing the core curriculum maps for all subjects and grades.

The district implemented a new on-line grading program for all secondary schools beginning in the 2008-2009 school year. All grades will be uploaded to TERMS through TEMS (Tyler Educational Management System), the new grade book system, thereby eliminating the need for teachers to manually fill in scan sheets for reporting grades.

The State Web-based IEP is being piloted at selected schools in the district this year.

Conversion of existing forms to electronic copy has continued.

The district has designated one staff person to be responsible for the creation of district forms. This eliminates duplicated efforts and inconsistencies in forms.

A consolidated calendar of events was put online, allowing easier access to the information by all school personnel.

District staff (administrators, teachers, support personnel) continue to meet to consider ways to further improve and reduce paperwork.

The district continues to follow federal/state guidelines for paperwork reduction.

## POTENTIAL SOLUTIONS FOR PAPERWORK REDUCTION

Create electronic curriculum mapping through Tech Paths.

Provide parents access to their own child's grades and progress through TEMS. This will allow parents to stay up to date on student progress while reducing the documentation burden on teachers.

Implement the State Web-based IEP district wide in all schools.

Continue to implement "web-enabled" form submission whenever practical.

Continue to create district wide forms to be used by principals, teacher, and district staff.

Continue to look for ways to reduce the quantity of forms used in the district.

Continue development and use of web-based applications that can be used to distribute and/or exchange data with teachers.