

Florida Agricultural and Mechanical University

Tallahassee, Florida 32307-3100

Excellence with Caring

Developmental Research School
Mr. Richard Richardson, Principal 7-12
Dr. Rose Campbell, Principal K- 6

Telephone: (850) 599-3325
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September 26, 2007

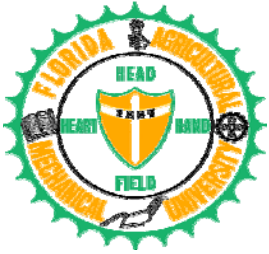
TO: Holly Radcliffe, Florida Department of Education

FROM: Richard H. Richardson, Principal 7-12

RE: Report on Reduction of Paperwork and Data Collection Burden

The following are actions that have been or are in the process of being implemented to reduce the paperwork and data collection burden at Florida A&M University Developmental Research School (FAMU DRS).

- The Media Specialist has been appointed to serve as the faculty representative to speak on behalf of FAMU DRS's teachers regarding recycling, paperwork and data collection reduction:
- The FAMU DRS's user-friendly Snapshot SP reduces paperwork by providing data on student performance via the internet. Teachers and other school staff can access and manipulate real-time data online.
- Staff members are no longer required to submit staff development registration forms or call the Staff Development office to register for training. All registrations and confirmations of registration are done via an online system.
- An electronic grade book program is being used by some teachers to streamline the process of creating interim reports and report cards. This will result in less time spent by the teacher on identifying levels of performance and student growth on the progress indicators.
- Reading progress monitoring K-12 has been reduced from four times per year to three times per year.
- Data analysis and needs assessment information for the school improvement planning process is auto-generated through the Snapshot SP & FLDOE DART System.
- Curriculum maps and guides, focus calendars, textbooks, and additional teacher resources are on the district's website, as well as distributed to instructional staff on CDs.



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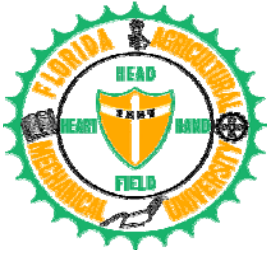
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2007-08 Florida A&M University Developmental Research School (FAMU DRS) Paperwork/Data Reduction Summary Report

Areas of Concerns	Issues	Proposed / Implemented District Action
Recycling	The local newspaper donates to our school many papers to use as a teaching / reading tool. At the end of the day, several newspapers are placed in the trashcans.	A faculty representative has been assigned to collaborate with university and local officials to get a recycling program at our school.
Communication	Not all teachers have computers in their classroom with university e-mail access.	The university has assigned an e-mail address to all of our faculty & staff. Desktops computers will be installed in every classroom.
Lesson Plans	An electronic copy of lesson plans should be used as an alternate for substitute teachers. Lesson plans are for the teacher's use, not created so a sub could take over the class. Teachers should have a sub plan that explains all the details of the day with lesson plan to give specifics on materials.	FAMU DRS is currently using a web-based program, Atlas Rubicon, which includes a lesson-planning component to enable more efficient instructional planning and reviewing for both teachers and administrators.



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