

**Flagler County Public Schools
Paperwork Reduction Plan
2007-2008**

Issue	Possible Solutions	Date of Completion
<p>The volunteer program utilizes a manual system of sign-in sheets at each school with time-in and time out. Names and hours then have to be entered into a spreadsheet manually to compile information for reports.</p>	<p>The school district will research possible solutions to the problem and purchase an electronic system for sign-in and the calculation of man hours through our volunteers.</p>	<p>Purchase by Spring of 2008</p>
<p>Student data is difficult to access for school administrators and instructional staff. Data is entered manually into spreadsheets for the purpose of data analysis.</p>	<p>The district will purchase, provide training and implement a system for accessing and warehousing all student data to include state assessments, individual assessments and progress monitoring.</p>	<p>Fall 2007</p>
<p>Teachers and schools are currently contacting parents through newsletters and notes going home through mail outs or carried by student.</p>	<p>The district technology department will provide teachers with a portal and a template for creating and hosting teacher websites. These websites will allow for easier communication with parents who sign up for receiving electronic communications. This will eliminate the need to communicate via hard copies to those parents.</p>	<p>Fall 2007</p>
<p>Elementary teachers are handwriting report cards and progress reports. These then have to be mailed home or given to the student to carry home with a hard copy kept for the cumulative folder.</p>	<p>The district will research and make recommendations for purchase of an electronic system for inputting information for report cards and progress reports and warehousing information.</p>	<p>Spring 2008</p>
<p>The student data for Performance Based Pay for teachers has to be manually manipulated from state, district and school reports into value tables in order to calculate student performance scores for every teacher and school based administer.</p>	<p>The district will develop a system to electronically pull information from current databases and align to teacher rosters and input into value tables for calculation purposes.</p>	<p>Summer 2008</p>