



In collaboration with Florida State University's College of education, the mission of Florida State University Schools (FSUS) is to advance Florida's K-12 education through exemplary teaching, research and service. In compliance with House Bill 7087(A++) the Faculty and Staff of Florida State University School continues to review the school's data reporting and paperwork procedures in order to reduce the amount of required paperwork.

A committee consisting of classroom teachers, MIS Staff and support staff has worked collectively in a team approach to establish policies and procedures conduct training sessions and offer In-Service training to faculty and staff regarding data reporting and the reduction of the paperwork involved with data reporting.

Currently systems are in place that allow faculty at FSUS to submit electronically data related to attendance, academic achievement, Academic Improvement plan, School Improvement Plan, and Personalized Middle School Success Plan to the administration and to the Director of Management Information Systems (MIS). Recent revisions were made in the reporting of minor disciplinary infractions and attendance by the establishment of online "Nole Notes" and attendance alerts, eliminating additional paperwork for classroom teachers and yet providing an electronic data base of disciplinary and attendance data. Teachers continue to use the Pinnacle Grade Master program, an electronic grade book and attendance system that provides a means for Parents to monitor both attendance and academic performance.

This year to further those efforts the "Nole Note" system was expanded to include 6-8<sup>th</sup> grades so that both middle and high school teachers are now using this electronic data base for discipline matters. Modifications to the program allow parents to also monitor minor discipline issues through the school web site. Modifications have been made to the Pinnacle Grade Master program to enable the generation of electronic progress reports. This takes the job of writing individual reports for every student 6-12 grade out of the hand of the teachers. For more serious discipline infractions referrals are still processed by hand however copies are now sent to parents electronically.

The biggest impact on the reduction of paperwork this year came in the form of the standard beginning of school packet that is distributed to all students during their class orientations K-12. Rather than produce hundreds of copies of documents all necessary and mandatory documents were placed in a single location on the main screen of the school web page. For those families with limited internet access CD copies were provided. Not only did this reduce the amount of paperwork that teachers had to distribute and recollect but it also provided a positive impact on the environment

Additional systems are in place to provide data regarding teacher certification and qualifications. Data concerning Professional Development and in service training are maintained electronically through the Panhandle Area Education Consortium. Internal communication is established both electronically and in writing, through the posting of online weekly newsletters produced by the administration and the utilization of list serves.

Currently the district is exploring the use of a web based program that would provide a central location for grades, attendance, while providing a space for teachers to post lectures, worksheets, homework etc... The district is also exploring current technological trend in lesson dissemination with the addition of wireless tablets and document cameras in several classrooms.

The committee will continue to solicit faculty and staff input regarding paperwork and data collection issues, while striving for continued improvement.

Respectfully,

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