



FLORIDA STATE UNIVERSITY SCHOOLS

“FLORIDA HIGH”

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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 have reviewed the school’s current data reporting and paperwork procedures in order to take appropriate steps to reduce the amount of required paperwork.

A committee consisting of classroom teachers, MIS and other 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 electronically submit data related to attendance, student demographics, academic achievement, academic improvement plans, school improvement plans, and personalized middle school success plans 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. This new procedure eliminates additional paperwork for classroom teachers, yet provides an electronic database of disciplinary and attendance data. Teachers continue to utilize Pinnacle software, an electronic grade book and attendance system that provides a means for parents to monitor both attendance and academic performance. Teachers are encouraged to establish their own web sites and link them to the school home page for student and parental use.

Additional systems are in place to provide data regarding teacher certification and qualifications. Data related to professional development and in-service training is maintained electronically through the Panhandle Area Education Consortium. Internal communication is established in electronic and printed formats through the web posting of online weekly newsletters produced by the administration. Information is also shared with faculty, staff, administration and parents through the utilization of list-serves. The school web site and Family list serve are utilized as notification tools for School Board and other committee meetings, keeping all meetings in the sunshine. Admissions applications for enrollment are provided on the school website and are submitted for consideration electronically.

Review and revision is especially needed with regard to the reporting of mid-term grades. Because academic progress plays such a vital role in the success of students, the committee will focus heavily on this particular area. The committee will also continue to solicit faculty and staff input regarding paperwork and data collection issues, while striving for continued improvement.

If I can be of further assistance please feel free to contact me at 850-245-3768 or at mhester@mailers.fsu.edu

Respectfully Yours,
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FSUS Mission
Educational Research
Innovative Instruction
Professional Service

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