

Hamilton County School District

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August 27, 2008

Holly Radcliffe
Florida Department of Education
325 W. Gaines Street
Tallahassee, FL 32399-0400

Dear Ms. Radcliffe:

Pursuant to 1001.42(22) Florida Statutes, the following is a report of my findings and potential solutions regarding paperwork reduction and data collection in Hamilton County.

In an effort to reduce paperwork and data collection in our school district, the following new initiatives have been in place since September 1, 2007:

- A district Paperwork Reduction Committee has been formed with one representative from each school to whom teachers can submit suggestions and offer potential solutions to reduce paperwork in our district.
- Individual Professional Development Plans are accessed and completed online.
- FDLRS Gateway, which is housed in our district, provides follow-up implementation assignments via the web for professional development.
- The district has developed a database for centralizing all student data in one location. It is web-based for teachers to access to review data for designing instruction.
- Some needs assessments are being conducted through web-based distribution for principals and administrators to access and complete.
- We now utilize the Connect-Ed Call Out System to communicate with parents in regards to upcoming district and school events, emergencies, and special announcements.
- Some schools in the district have stopped sending paper absentee reports school offices; they are now emailed.

- Some schools in the district send all daily announcements to teachers and staff electronically.
- Some schools in the district sent out teacher handbooks electronically.

The following initiatives have been in place since before September 1, 2007:

- Teachers and district staff use GOALS from the Northeast Florida Educational Consortium to review data, which eliminates the need to duplicate it for teachers.
- District-wide use of an online-lesson plan program allows teachers to submit their lesson plans electronically each week.
- Teachers have the ability to create class web pages that allow them to share information with their students' parents/guardians as opposed to continuously sending home notes.
- All Individualized Education Plans are completed on a computer-based program that allows our district ESE department to retrieve any needed information electronically
- Progress reports for ESE students can be completed through the IEP computer-based program
- The use of GradeBook district-wide allows for efficient on-line reporting of grades and attendance
- Various student assessments are now computerized, which eliminates the duplication of hard copies for student use.
- Meeting and other notices are sent to designated staff via email instead of through interoffice mail.
- A majority of our federal grants are now submitted online thus reducing paperwork.
- Maintenance work orders, transportation requests, and technology assistance requests are all completed electronically.
- One department reports the use of a Filemaker Pro calendar database that serves as a portal for departmental information such as schedules, conference room availability, etc..
- Our school board now receives all of its meeting information on a flash drive, which they plug into laptops and pull up items as they appear on the agenda

Potential solutions to reduce the paperwork and data collection process in our district include:

- Continue to work with administrators and school staff to identify additional areas where paperwork and data collection can be reduced.
- Post a survey online that teachers can access to indicate their concerns and suggestions regarding paperwork and data collection reduction.
- All schools will implement the practice of posting general announcements in one centralized location such as a bulletin board or website as opposed to distributing a copy to everyone.

Sincerely,

Cason H. Burnett
Paperwork Reduction Representative
Hamilton School Board