

Hardee County Paperwork Reduction Committee Results 2007-2008

Topic: Forms Topic Mandated by: Federal

Issue: Child Study Team (RtI) forms seem to be redundant

Either Suggestions or Actions are required.

Action Already Taking Place to Address Issue

Met with Student Services Director to discuss concerns. Psychologist is reviewing forms and procedures with guidance counselors.

Topic: Substitute Teacher folders Topic Mandated by: School

Issue: Lack of continuity in procedures when substitutes move from school to school.

Either Suggestions or Actions are required.

Action Already Taking Place to Address Issue

Contacted principals. Most schools want to continue the procedure they already have in place.

Topic: AIP form Topic Mandated by: School

Issue: Teachers at one school still required to complete an AIP although the law no longer requires one.

Either Suggestions or Actions are required.

Action Already Taking Place to Address Issue

Contacted principal. Principal met with Leadership Team. The Leadership Team decided to continue requiring the form for accountability purposes.

Topic: Cumulative folder **Topic Mandated by:** State/School

Issue: Contents of cumulative folder varies from school to school

Either Suggestions or Actions are required.

Action Already Taking Place to Address Issue.

Contacted principals. A teal blue folder has been added countywide to hold all testing. All teachers were given a list of items to be included in folder – ancillary material is to be tossed.

Topic: Cumulative folder **Topic Mandated by:** State/School

Issue: Updating the format on the cumulative folder. Possibly adding areas to denote health alerts, legal alerts etc.

Either Suggestions or Actions are required.

Will review the legal requirements of the cumulative file and consider revising in the future.

Action Already Taking Place to Address Issue

Topic: Health alert notification **Topic Mandated by:** School

Issue: Special area teachers are not always notified of health issues of students they teach.

Either Suggestions or Actions are required.

Action Already Taking Place to Address Issue

Principals were contacted. One principal replied that it is done on a case by case basis either verbally or in written form. We are considering using “red alert” form countywide. It is currently being used at one school.

Topic: Maintenance Request Form **Topic Mandated by:** District

Issue: Currently faxing a form to notify maintenance department of issues that need to be addressed.

Either Suggestions or Actions are required.

Action Already Taking Place to Address Issue

Developed an e-mail version of the form.

Topic: ESE Pre Planning forms Topic Mandated by: Federal/District

Issue: The forms that are used to gain general teacher input for an upcoming IEP meeting is currently done using a hard copy.

Either Suggestions or Actions are required.

It would be much more efficient if we could send the form to the teacher via e-mail. We are told we can not do this due to confidentiality issues..... There are many other forms we would like to send via e-mail but are told we may not, due to confidentiality issues.

Action Already Taking Place to Address Issue

Topic: Progress Reports Topic Mandated by: State/District

Issue: Progress reports are not part of computerized grading system at all grade levels.

Either Suggestions or Actions are required.

Action Already Taking Place to Address Issue

Contacted our MIS department to determine if progress reports can be printed from the Grade Quick program.

Topic: Attendance Topic Mandated by: State/District

Issue: Taking attendance in an attendance book

Either Suggestions or Actions are required.

We are looking into ways to enter the data into the computer at the middle and high school so the teachers do not have to take attendance and send a hard copy to the office.

Action Already Taking Place to Address Issue

This report submitted by Angela Spornraft who will serve as the teacher representative for the 2008-09 school year.