

September 26, 2007

TO: Carrie Fraser, Florida Department of Education

FROM: Fredric W. Ward, Superintendent of Schools

RE: Report on Reduction of Paperwork and Data Collection Burden

The following are actions that have been or are in the process of being implemented to reduce the paperwork and data collection burden in the Lafayette County Public Schools:

- A classroom teacher has been appointed to serve as the teacher representative to speak on behalf of the district's teachers regarding paperwork and data collection reduction: Mike Harris (mharris@lafayette.k12.fl.us), Social Studies Teacher, Lafayette High School.
- The district's user-friendly Data Warehouse reduces paperwork by providing data on student performance via the intranet and the internet. Teachers and other school staff can access real-time data online.
- IEPs, the ESE matrix and therapy encounter logs are web-based, providing a more efficient way for ESE staff to complete required paperwork. Laptop computers have been provided to therapists to reduce the burden of entering data.
- A Progress Monitoring System for the schools, including the required immediate intensive intervention is in the process of being developed with NEFEC to customize to fit students' needs. This should greatly reduce the number of individualized student plans that will need to be written.
- Reading progress monitoring K-12 has been reduced from four times per year to three times per year.
- A computer-based lesson plan format has been developed.
- Data analysis and needs assessment information for the school improvement planning process is auto-generated through the Data Warehouse.

- Curriculum maps and guides, focus calendars have streamlined lesson planning.
- FCAT Testmaker is utilized with test item bank to generate benchmark tests for Continuous Improvement Model.
- The district is in the process with NEFEC developing parent online access to student grades-reducing grade reports going home.
- The district is using a School Wide Progress Monitoring as opposed to the old AIP's or Individual PMP's.
- Teachers are encouraged to communicate with parents via email. Teachers can install school email system on their home computers for increased access.

If you need additional information regarding efforts to reduce the paperwork and data collection burden in the Lafayette County Public Schools, please feel free to contact Mr. Harris or Debra Land.