

September 24, 2007

TO: Holly Radcliffe, Executive Director, K-12 Legislative and Public Affairs, Florida Department of Education

FR: David Cunningham, Assistant Superintendent for School Administration and Safety

RE: District Paper Reduction Report

The following are actions that have been or in the process of being implemented to reduce the paper and data collection in the Lake 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: Tammy Henry (henryt@lake.k12.fl.us), remedial high school reading teacher, Umatilla High School.
- The electronic grade book is being implemented, "E-Sampler". Teachers will enter grades once. It is compatible to AS 400 and it's a secure site. In the future, parents/guardians will be able to log on and monitor their child's class grades.
- The majority of MIS forms are located on the county's intranet portal. Staff members can locate the forms needed under each department, download, complete and forward the forms to the correct contact.
- The number of copies that were made of the Standard Summaries for Accreditation for each school has decreased since the schools have been asked to post their document on their school's website. This will inform all stakeholders as how their school meets all standards and indicators. The summary will also be posted on the county's website under the department of Planning, Program Evaluation and Accountability.
- Lake County staff is requested to send all documents that need to be copied through Print IT 123. Staff scans the information and places an electronic work order for copies that need to be made.
- Florida Comprehension Assessment Test (FCAT) will be available for students to take online.
- Newsletters from the county office are sent electronically to all users on the intranet web portal.
- Teachers are requested to place updated information on their school's web-site instead of sending the information home on paper.
- Pod-casting will be used to download daily announcements and staff development.
- Lake County Schools Staff Development office has placed the Master In-service Plan on line instead of providing each school with a copy and offers classes online.
- Lake County Schools Technology Department will be introducing FIDO which will enable staff to locate data they request on one screen.

- The district provides data on student performance via the internet and teachers can access the real-time data online.
- Staff members are no longer required to submit staff development registration forms or call the Staff Development office to register for training. All registrations and confirmation of registration are done via an online system called Electronic Registrar Online (ERO).
- Some teachers in the district are required to do all their lesson plans on-line. The lesson plans are stored on the school's share folder for all staff members to review.
- AESOP is used to manage teachers' absences and find a substitute for their class. Teachers may use the internet or the telephone to use this program. Substitutes may log-on to the system daily to locate a position that needs to be filled.