

To: Superintendent Rogers School Board Members  
Department of Education

From: Susan Crawford  
Paperwork Reduction Committee, Teacher Representative

SUBJECT: Paperwork Reduction Issues in Santa Rosa District Schools

As a district, Santa Rosa County Schools has worked on paperwork reduction through focusing on the current paperwork that is already required for all administrators, instructional staff, and education support personnel. Most of the paperwork issues that have been dealt with have come through one committee and have been resolved there. Santa Rosa County District Schools has made some strides in the areas of paperwork reduction by having more information processed electronically and having all forms and documents on line for administrators and instructional staff to locate in a timely manner.

With most of the district paperwork issues resolved at the committee level, there are still some paperwork issues that need to be dealt with at the state level. One employee found that while working with H/R a problem was identified that could be handled differently.

The Bureau of Certification requires employees with certificates to keep their home address up-to-date with the Bureau.

Most employees do not keep their address up-to-date with the Bureau. District H/R has to manually update employee addresses in the Bureau's system if they see the address is not correct.

A district employee talked with David Lajeunesse at the Bureau. Mr. Lajeunesse was told that each School District submits employee home addresses to the DOE during Surveys 2 and 3 on the Staff Payroll Information format. It was suggested the Bureau should consider obtaining addresses from the DOE Database. Mr. Lajeunesse said the Bureau is not able to access the DOE Database and there are no future plans to do so.

It seems worthwhile for the Bureau to study this further.