

ST. LUCIE COUNTY SCHOOL DISTRICT'S ANNUAL REPORT REGARDING THE PAPERWORK REDUCTION ACT

August 29, 2007

St. Lucie County School District appointed Gale Poteat as recommended by the teacher bargaining unit as our teacher representative to speak on behalf of the district's teachers regarding paperwork and data collection reduction within the school district.

Ms. Poteat agreed to accept input via her school email and address teacher input burdens with potential solutions during the school year. Ms. Poteat agreed to chair a committee to review burdens and recommendations for solutions and make recommendations to the board. Unfortunately, Ms. Poteat was stricken with an illness and had to resign prior to her reporting additional findings to the St. Lucie County School Board. We are in the process of identifying a replacement to continue this initiative.

The following initiatives were put into place this past school year to reduce paperwork and data collection:

- **On-Line Leave Requests** to replace multiple copies of paper forms that required sending forms from work sites to the district office and back for approval. This process is now streamlined and much faster for the employee.
- **On Line Applications** for employment and transfer requests replaces volumes of transfer request forms and allows applications to be routed immediately to the supervisor for review.
- **Electronic Grade Book** allows teachers to post grades and assignments for parents to view utilizing a parent portal website that eliminated the need for manual calculations and offers parents continuous access to their child's academic record.
- **FCAT STATS/St. Lucie County Schools Benchmark System** allows students to complete quarterly exams on line and allows teachers to review student assessment data both at school and home via the web.
- **FOCUS and St. Lucie County's Scope and Sequence** allows teachers to access the Sunshine State Standards aligned with the district's required scope and sequence as well as model lesson plans that include video streaming.
- **Development of Electronic Student Referral Forms** resulted in instant submission and data collection on discipline of students.
- **Electronic Bus Forms** reduces the process of sending forms to the Transportation Department and back to secure buses for field trips, sporting events, etc.
- **Electronic Expulsion Forms** standardized the expulsion process as well as reducing the need for paper processing

St. Lucie County School District will continue to develop means by which teachers and the district can reduce paperwork and the need to manually collect data. Should you have any questions or concerns please contact Susan Ranew, Assistant Superintendent at 772-429-7508.