

**SUMTER COUNTY SCHOOL DISTRICT
PAPERWORK REDUCTION REPORT
SEPTEMBER 2007**

Our district has completed the following during the course of the 2006-2007 school year.

- Disseminated contact information for the district paperwork representative to all teachers.
- Developed an electronic teacher survey to identify areas of concern and collect possible solutions.
- Appointed a task force to review and determine the feasibility of proposed suggestions for paperwork reduction.
- Collected and reviewed survey results
- Made Sumter Summary (district newsletter) available online
- Made School Board Agenda (base agenda) available online

The following areas of concern and solutions were determined feasible by the task force.

- Emailing school attendance list to teachers
- Investigate the feasibility of the Gradebook program calculating school Honor Roll lists
- Recording period by period absentees in Gradebook program for midterm reports
- Implementation of export program for Accelerated Reader STAR Assessment
- As per original procedures, once the Gradebook entries reconcile with TERMS, then single gradebook entry can occur
- Allowing principal's designee access to Principal Viewer in Gradebook program, so that weekly progress reports can be printed out for targeted students
- Teacher's Handbook can be placed on a CD
- Combine Kindergarten Assessment and Checklist into one document
- Kindergarten report cards will move to Gradebook

- Universal leave form available online
- Curriculum maps available online