

**Paperwork Reduction Ideas**  
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**Problem: Teacher use of Xerox paper and copiers-**

- 1. Use dry erase boards**
  - 2. Only give out progress reports for students who are making less than 80%**
  - 3. Do more student testing on the computer with computer generated tests**
  - 4. Stop multiple copies of the same information such as emergency form, registration form, health form for the nurse and create ONE data base on the computer accessible to teachers and staff that needs to access it**
  - 5. Stop multiple copies of the same information year after year. Enter a data base with student info when student is in kindergarten and update yearly.**
  - 6. Use the overhead more**
  - 7. Use recycled paper**
  - 8. Keep notarized field trip forms on file from year to year instead of having new ones.**
  - 9. Keep reading monitored reports on computers**
- Eliminate repeated copies of IEPS and have minutes to be flexible.**

**Problem: Communication with less paper for teachers**

- 1. Use more e-mail**
- 2. Only have one IPDP per every 5 years**

**Problem: Communication with less paper for parents**

- 1. Encourage greater use of Edline**
- 2. E-mail more parents with info.**