

Paperwork Requirements: State and Federal Levels

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Florida Teacher Certification Examinations (FTCE) applications and Florida Educational Leadership Examinations (FELE) applications	SBE and DOE	Rule 6A-4.0021(4); FTCE; 6A-4.00821 (4); FELE; FS 1012.56	50 days preceding exam date for on-time applications and 30 days preceding exam date for late applications	Assessment	Submitted to DOE's vendor by teachers and teacher candidates	No, for first-time registration; yes, some applicant information (i.e., SSN, etc.) would be on file for subsequent registrations	It is required and used for registering applicants for the Florida Teacher Certification Examinations.					X	
Certification Application	State	s. 1012.56, FS; Rule 6A-4.0012, FAC.	NA	Teacher Certification	Electronically or OCR Application Form	No	Application for issuance of a educator certificate pursuant to law.					X	
Certification Completion Forms (inservice, alt cert, requests to issue certs, verification of teaching exp, etc.)	State	s. 1012.56, FS	NA	Teacher Certification	Electronically	No	Forms that are used to document completion of requirements/information to establish eligibility for issuance of an educator certificate.					X	
FTE Certification Letter (requires Superintendent's signature)	State/DOE	Required for funding calculation	Sept., Nov., March, July	Office of Funding and Financial Reporting	Hardcopy - Mail	No	Verification to certify data for state and local funding					X	
Transportation FTE Certification Letter (requires Superintendent's signature)	State/DOE	Required for funding calculation	Sept., Nov., March, July	Office of Funding and Financial Reporting	Hardcopy - Mail	No	Verification to certify data for state and local funding					X	

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Estimated DJJ FTE Letter	State/ DOE	Required for funding calculation	Nov. & Feb.	Office of Funding and Financial Reporting	Hardcopy - Mail	No	Data for calculating state and local funding					X	
Estimated February Factors	State/DOE	Required for funding calculation	Nov.	Office of Funding and Financial Reporting	Hardcopy -Mail	No	Data for calculating state and local funding					X	
FTE Forecast	State/DOE	F.S. 1011.62, 216.136	Dec.	Office of Funding and Financial Reporting	Hardcopy – Mail	No	Data for calculating state and local funding					X	
Annual Financial Report	State/DOE	1010.01 FS	11-Sep	Office of Funding and Financial Reporting	Electronically and mail – yearly	No	Required to produce "Return on Investment" and state and federal reports					X	
Program Cost Report	State/DOE	1010.20(1) FS	11-Sep	Office of Funding and Financial Reporting	Electronically and mail – yearly	No	Required to produce "Return on Investment" and state and federal reports					X	
District Summary Budget	State/DOE	1011.03(5) FS	3rd business day after adoption	Office of Funding and Financial Reporting	Electronically and mail – yearly	Yes	Statutory requirement					X	
Medicaid Expenditure	State/DOE	1011.70(3)	Department set – after 9/11	Office of Funding and Financial Reporting	Mail	No	Statutory requirement					X	
Lifelong Learning Courses Expenditure Report	State/DOE	N/A	Department set – after 9/11	Office of Funding and Financial Reporting	Mail	No	Required for federal reports					X	
School bus accident	State	Rule 6A-3.0171 (9)(b)1	9/16/2005	School Transportation	Internet	No	Statistics on school bus accidents						

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Hazardous Walking conditions Report	State	Rule 6A-3.0171(9)(b)2	11/18/2005	School Transportation	Internet	Yes, automated Transportation Reporting	Hazardous walking can affect funding						
School Bus Driver Records System	State	Rule 6A-3.0141(6), (7)	Prior to 1st, 2nd semester and summer school	School Transportation	DOE database/NWR DC	Yes, School Bus Accident Reporting	Ensure safe drivers						
School Bus Inventory	State	Rule 6A-3	As new buses are delivered and put into service	School Transportation	Internet	Yes, School Bus Accident Reporting	Notification of recalls and other time-sensitive mfr info.					X	
Academic Improvement Plan	State	s.1008.25(4)(b)	n/a	School Improvement	AIP developed and implemented by the school; not submitted to DOE	Similar information required in PMSSP	To assist the student in meeting state and district expectations for proficiency for promotion in reading, writing, mathematics, and science			X			
Personalized Middle School Success Plan	State	s.1003.415(7)	n/a	School Improvement	PMSSP developed and implemented by the school; not submitted to DOE	Required to be incorporated into any other individual state or federal plan, such as AIP or IEP	To assist the student in meeting state and district expectations in academic proficiency and to prepare the student for a rigorous high school curriculum			X			

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District Student Progression Plan	State	s. 1008.25(2), F.S.	n/a	School Improvement	Developed by the school district and approved by the school board.	No, approved by the school board on an annual basis.	The district student progression plan is the tool designed to assist schools in ensuring that all students are successful and prepared for the next grade level. The plan provides district policies regarding to the alignment of strategies, standards, interventions, assessments, and guidelines for curriculum, instruction, and assessment for all students.				X		
District Improvement, Assistance and Intervention and Corrective Action Plan for repeating F schools		1001.42(16)(a), DOE Assistance Plus plan with SBE approval requires submission	8/1 annually	School Improvement	Web	No	Ensure Inclusion of components of the Continuous Improvement Model; rigorous reading improvement plan					X	
District Improvement, Assistance and Intervention and Corrective Action Plan for initial F schools		1001.42(16)(a), DOE Assistance Plus plan with SBE approval requires submission	9/1 annually	School Improvement	Web	No	Ensure Inclusion of components of the Continuous Improvement Model; rigorous reading improvement plan					X	

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District Supplemental Educational Services Plan	Federal, state	PL 107-110, Sec 1116(b); 1008.33(2), DOE Assistance Plus plan with SBE approval requires submission	7/15 annually	School Improvement	Web	No	Description of the implementation plan					X	
District Choice Plan for Communications to Parents	Federal, state	PL 107-110, Sec 1116(b); 1008.33(2), DOE Assistance Plus plan with SBE approval requires submission	7/19 annually	School Improvement	Web	No	Provide parents with an opportunity to send their children to a higher performing school. Districts provided written notification to inform parents/guardians that their children might be eligible for SES. Parents/guardians also informed of their options, as well as, the process and procedures.	X			X		
District Choice Plan for Student Prioritization and Draft Choice Plan		PL 107-110, Sec 1116(b); 1008.33(2), DOE Assistance Plus plan with SBE approval requires submission	7/19 annually	School Improvement	Web	No							

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Final District Choice Plan	Federal, state	PL 107-110, Sec 1116(b); 1008.33(2), DOE Assistance Plus plan with SBE approval requires submission	7/19 annually	School Improvement	Web	No	Each district school board shall annually report the number of students applying for and attending the various types of public schools of choice in the district according to rules adopted by the State Board of Education					X	
Individual Student Success Plan	State	DOE Assistance Plus plan with SBE approval	1 month after the school year begins	School Improvement	Not reported to state	No	To assist the student in developing an action plan with goals to meet the state and school district expectations in academic proficiency and be prepared for future success.			X			
District Improvement, Assistance and Intervention and Corrective Action Plan, For Title I Schools in Need of Improvement (SINI) through corrective action	Federal, state	PL 107-110, Sec 1116(b); 1008.33(2), DOE Assistance Plus plan with SBE approval requires submission	7/19 annually	School Improvement	Web	No							
School Improvement Plan for repeating F schools	State	1001.42(16)(a), DOE Assistance Plus plan with SBE approval requires submission	8/1 annually	School Improvement	Web	No							

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School Improvement Plan for first-time F schools	State	1001.42(16)(a), DOE Assistance Plus plan with SBE approval requires submission	9/1 annually	School Improvement	Web	No							
School Improvement Plan for Title I schools in need of improvement	Federal	PL 107-110, Sec 1116(b)	11/10 annually; 7/19 annually	School Improvement	Web	No							
Report of Residential Contract Costs (Form ESE 085)	State	Rule 6A-6.0361, FAC	Annually, March 31	Bureau of Exceptional Education and Student Services	Memo goes out from Bureau Chief (by mid-February) with Form ESE 085	No	State Rule (Rule 6A-6.0361(7)(f), FAC) requirement					X	
Verification Documentation - from district (LEA) regarding investigation of formal complaint	Federal	Section 300.661, Title 34	PAQA Dispute Resolution practice - 10 days following request	Bureau of Exceptional Education and Student Services	Letter goes out from PAQA Administrator 7 - 10 days following the receipt of a formal complaint	No	Part of procedure requirement to resolve complaints					X	
Verification Documentation - from district (LEA) regarding corrective actions	Federal	Section 300.661, Title 34	PAQA Dispute Resolution practice - as stated in final order, but no later than one year from date signed	Bureau of Exceptional Education and Student Services	Letter goes out from PAQA Administrator within 30 days of receipt of documentation, or date due (if non-receipt)	No	Part of procedure requirement to resolve complaints					X	

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Mediation Request form (optional) - often handled by phone	State	Rule 6A-6.03311, FAC	PAQA Dispute Resolution practice - Most requests are handled by telephone without paperwork for the parent or the district.	Bureau of Exceptional Education and Student Services	Bureau staff communicates with parent and district following request by phone or form.	No	To facilitate mediations					X	
Confidentiality Statement	State		PAQA Dispute Resolution practice	Bureau of Exceptional Education and Student Services	Mediator explains and fills out form with participants' signatures.	No	Part of the required mediation process					X	
Mediation Agreement form	Federal	Section 614(e), IDEA 2004	During mediation session	Bureau of Exceptional Education and Student Services	Mediator facilitates writing of agreement - signed by participants.	No	Documents final product of mediation	X			X	X	
Mediator Evaluation of Mediation Session	State		Following mediation session	Bureau of Exceptional Education and Student Services	Mediator fills out three-page form about session.	No	Customer service evaluation tool					X	
Participant Evaluation	State		Following mediation session	Bureau of Exceptional Education and Student Services	Mediation participants are provided with an opportunity to fill out the two-page form.	No	Customer service evaluation tool					X	

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Due Process Hearing Request (due process complaint notice)	Federal	Section 615(b)(7)(A); IDEA 2004	Upon decision to request due process hearing	Bureau of Exceptional Education and Student Services	Complainant files notice with district (LEA) and provides copy to Bureau (SEA).	No	Required by federal law. Initiates due process timeline				X	X	
Prior written notice regarding the subject matter contained in the parent's due process complaint notice (if the LEA has not provided such notice already)	Federal	Section 615(b)(7)(B); IDEA 2004	Within 10 days of receiving the due process complaint notice	Bureau of Exceptional Education and Student Services	Within the district (LEA)	No	Required by law-- identifies specific issues	X				X	
Written Settlement Agreement (legally binding agreement)	Federal	Section 615(f)(1)(B); IDEA 2004	In the case that a resolution is reached to resolve the due process hearing complaint	Bureau of Exceptional Education and Student Services	Within the district (LEA)	No	Required by law	X			X	X	
Driver license attendance reporting	State (reporting requirements collaboratively developed between DOE & DHSMV request data specified by statute and mailing address)	1003.27(2)(b)	TAP states districts are to report weekly, DHSMV will accept monthly from small districts	Bureau of Exceptional Education and Student Services	District reports electronically to DHSMV	Extensive reporting instructions are available in DOE TAP 312278 (FY 2004-14)	School districts are required to provide the names of students reported for not complying with attendance rules; data is compiled in a quarterly report which is sent to superintendents						

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Discretionary projects – federal and state programs	Federal and State	34 CFR 76.301; IDEA; General Appropriations Act	Varies	Bureau of Exceptional Education and Student Services	Project completes application once per year; submits monthly, quarterly, and annual updates/reports; submits budget report twice per year	No	Applications for funding of discretionary projects funded by IDEA dollars					X	
IDEA Part B Entitlement Grant	State	PL 102-119 Individuals with Disabilities Education Act	7/1 each year	Bureau of Exceptional Education and Student Services	Currently web-based submission with budget forms in hard copy to grants mgt.	No	District applications for receipt of federal allocation					X	
IDEA Part B Preschool Entitlement Grant	State	PL 108-446 Individuals with Disabilities Education Act	7/1 of each year	Bureau of Exceptional Education and Student Services	Currently web-based submission with budget forms in hard copy to grants mgt.	No	District applications for receipt of federal allocation					X	
Report of Children with Disabilities Receiving Special Education – Department of Health	State and Federal	PL 108 -446, Sections 618 and 619	1/1 of each year	Bureau of Exceptional Education and Student Services	Currently collected through paper form/Excel file	No	20USC§618 (IDEA 2004) used for completion of federal data reports- federal reporting requirement					X	X
Report of Children with Disabilities Receiving Special Education – Department of Corrections	State and Federal	PL 108 -446, Sections 618 and 619	1/1 of each year	Bureau of Exceptional Education and Student Services	Currently collected through paper form/excel file	No	20USC§618 (IDEA 2004) used for completion of federal data reports- federal reporting requirement					X	X

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Survey for Private School Children with Disabilities	State and Federal	PL 108 -446, Sections 618 and 619	1/1 of each year	Bureau of Exceptional Education and Student Services	Currently collected through paper form	No	20USC§618 (IDEA 2004) used for completion of federal data reports- federal reporting requirement					X	X
Report of Children with Disabilities Served by Head Start	State and Federal	PL 108-446, Sections 618 and 619	1/1 of each year	Bureau of Exceptional Education and Student Services	Currently collected through paper form	No	20USC§618 (IDEA 2004) used for completion of federal data reports- federal reporting requirement					X	X
FCAT Waiver Forms	DOE		End of each school year	Bureau of Exceptional Education and Student Services	BEESS has collected three years of forms in an effort to analyze district use of waiver option.	No	used for monitoring of district implementation of the waiver authorized under Section 1003.43, Florida Statute					X	
Semi-annual status report on continuous improvement plan	BEESS on behalf of DOE	None direct; allowable through monitoring authority, Incorporated into the FLDOE's agreement with the USDOE-OCR regarding disproportionality	05/30/2005 and 11/30/2005	Bureau of Exceptional Education and Student Services	The districts implement two continuous improvement plans (students with disabilities and gifted students). They determine the data to be collected to inform their CI process, and report the results twice a year.	No	Monitor district activities for continuous improvement					X	

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Semi-annual status report on system improvement plan resulting from monitoring visit	BEESS on behalf of DOE	None direct; allowable through monitoring authority; Monitoring of LEA corrective actions is required under IDEA	05/30/2005 and 11/30/2005	Bureau of Exceptional Education and Student Services	electronically	Incorporated into status report on continuous improvement plan to result in one document	Monitor corrective actions and activities of monitoring process					X	
Submission of IDEA related forms for compliance review	BEESS on behalf of DOE	None direct; allowable through monitoring authority; Monitoring of LEA corrective actions is required under IDEA	Prior to monitoring visit. Dates individually determined based on monitoring schedule.	Bureau of Exceptional Education and Student Services	The districts provide hard copies of and/or electronic access to forms.	Incorporated into system improvement plan to result in one document.	To insure compliance and utilization of correct components by districts					X	
Submission of selected student records (e.g., individual educational plans, educational plans, services plans) for compliance review	BEESS on behalf of DOE	None direct; allowable through monitoring authority; Monitoring of LEA corrective actions is required under IDEA	Prior to monitoring visit. Dates individually determined based on monitoring schedule.	Bureau of Exceptional Education and Student Services	The districts provide hard copies of and/or electronic access to student records.	Incorporated into system improvement plan to result in one document.	A compliance component of federal regulations					X	

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Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students (SP&P)	DOE	1003.57(4), F.S.	Timelines required by the DOE; generally every 3 years unless changes to federal laws and regulations or state statues and rules require more frequent revisions.	Bureau of Exceptional Education and Student Services	CD sent to districts and returned; additional communication via phone and e-mail	no	Required to insure compliance of federal regulations and state statutes and rules					X	
Parent, Student and Teacher Surveys	State and Federal	State Performance Plan are required by IDEA 2004	Prior to monitoring visit. Dates individually determined based on monitoring schedule.	Bureau of Exceptional Education and Student Services	Via Univeristy of Miami with data reported to state.	State Performance Plan	Part of Monitoring process and State Performance Plan					X	
Teacher Survey	State	Rule 6A-5.066	Yearly	Bureau of Educator Recruitment, Development and Retention	Consulted out to do the bulk of the work.	No, just a yearly report distributed to college and university institutions	State Rule (6A-5.066) requirement. Used to input information in different reports.					X	
Transition to Teaching	Federal Requirement	NCLB	When grant ends in 2007	Bureau of Educator Recruitment, Development and Retention	Private contractor (Cooley and Company)	No, just a yearly report	Federal requirement. It is used for evaluation requirements and goes to Congress.						X

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Family & School Partnership For Student Achievement Act	state	1002.23, F.S.	Oct. 1, annually	Bureau of Family and Community Involvement	electronically & hard copy	no	FL Statute/parental awareness					X	
Outstanding School Volunteer Award	state	None	Dec. 2, 2005	Bureau of Family and Community Involvement	mailed hard copy	no	School Volunteer Recongnition					X	
Parent Involvement Award	state	None	Mar. 17, 2006	Bureau of Family and Community Involvement	mailed hard copy	no	School Program Recongnition					X	
Five Star School Award	state	none	26-Jun-06	Bureau of Family and Community Involvement	mailed hard copy	no	Community Outreach award				X	X	
Golden And Silver School Awards	state	None	21-Apr-06	Bureau of Family and Community Involvement	mailed hard copy	no	recognizing active volunteer programs					X	
Volunteer Survey	state	None	19-May-06	Bureau of Family and Community Involvement	electronically	no	Determine needs of volunteers					X	
NCLB District Choice Plan	Federal/state	PL 107-110, Sec 1116(b); 1008.33(2)	July 19, annually	Bureau of Family and Community Involvement	electronically	no							
K-12 Comprehensive Reading Plan	Just Read, FL!	Proviso	Revised Plan for 2006-07 TBA	Just Read, Florida!	District K-12 Plan Contacts-electronically	no	To determine how Districts will use their reading allocation through the FEFP			X	X		
K-12 Comprehensive Reading Plan Quarterly Reports	Just Read, FL!	Just Read, Florida!	Oct. 1st, Jan. 1st, April 1st, July 1st	Just Read, Florida!	Same as above	as outlined in the K-12 Comprehensive Reading Plan	Monitor the implementation of the K-12 Reading Plan			X	X		

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Reading First - grants, PMRN	Federal Requirement	NCLB	Annually - March-April; PMRN reporting is on-going	Just Read, Florida!	Reading First District Contacts-electronically; Grant applications are hard copied to Grants Management Office; teachers and coaches progress monitor directly to PMRN	no	Condition of the federal grant; used to report on the impact of Reading First on student performance.		x	x	x			
Reading Endorsement/ Certification Requirements	DOE	State Board Rule 6-A-4.0292	n/a	Just Read, Florida!	District Reading Endorsement Contacts-electronically	no	Meet highly qualified designation under NCLB		x	x	x			
Professional Development Requirements - conferences, training, summer camps, summer academies (Recommended but not required: Principal Leadership Conference)	DOE		Yearly and on-going	Just Read, Florida!	District Contacts-electronically	no	Increase the knowledge of scientifically based reading instruction & leadership		x	x	x			