

## **Jefferson County Paperwork Reduction Report**

*List of items submitted to the school based site administrators:*

1. *Lesson plans*
2. *Grade Level Expectations/Benchmarks*
3. *Referrals*
4. *Attendance cards*
5. *Textbook inventories*
6. *Curriculum maps*
7. *Parent conference forms*
8. *Interim Reports*
9. *Testing referral forms from guidance dept.*
10. *Discipline plans*
11. *Supply lists*
12. *Student Data Sheets*
13. *Student Portfolios*
14. *Grade level meeting notes*

*List of items submitted to the District Administrators:*

1. *Employee contracts*
2. *Leave forms*
3. *Travel Forms*
4. *IEP's*
5. *Reimbursement forms*
6. *Transportation forms*
7. *Field trip and or lunch request forms*
8. *Purchase orders*