

Paperwork Reduction Procedures

Before principals ask teachers to complete a new report:

1. The principal will complete the attached “*Paperwork Request Form*” and submit the request and a sample of the desired report/paperwork to the Campus Coordinating Committee (CCC) for consideration.
2. If the CCC concurs with the paperwork request, the committee will sign approval and the principal may then require teachers to comply with that specific request. The principal will maintain documentation of CCC’s approval, and will also submit a copy to Maria Phillips for her files.
3. If the CCC does not concur, and the principal still feels that the paperwork is necessary, the principal will submit the request to the appropriate assistant or associate superintendent for consideration and approval.
4. If the assistant or associate superintendent approves the request, the assistant or associate superintendent will then submit a copy of the form to Maria Phillips, Assistant or associate superintendent of Policy Development for inclusion in the Master Paperwork List. The principal may then require teachers to comply with that specific paperwork requested.

Before central office administrators ask teachers to complete a new report:

1. A Cabinet Level Administrator (Chief Academic Officer, Chief of Schools, Chief of Technology, etc.) must sign approval of the new paperwork request, and
2. Forward a copy to Maria Phillips for inclusion in the approved Master Paperwork List.
3. Teachers may then be required to comply with that specific paperwork request.

To assist in the ongoing reduction of redundant and unnecessary paperwork the following will occur:

1. *A Paperwork Review Committee (PRC) will be established to include the following membership (2 Secondary Core Teachers, 2 Elementary Core Teachers, 1 Special Education Teacher, 1 Bilingual/ESL Teacher, 1 Elementary School Director, 1 Secondary School Director, 2 Content Directors from Curriculum and Instruction and 1 teacher representative from UEA, FWEA, and ATPE).*
2. The PRC will meet at least three times per year (fall, spring, and summer), or as often as necessary to review the approved list of paperwork to:
 - a. Identify redundant, obsolete, or unnecessary paperwork;
 - b. Identify paperwork that could be automated through technology;
 - c. Make recommendations to administration for consideration and action.

PAPERWORK REQUEST FORM

1. Name of New Paperwork Requested: _____

2. Who will complete this paperwork? (all teachers, specific grades, specific content teachers, etc.)

3. Why is this paperwork needed?

4. How does this benefit students or teachers?

5. What is the estimated time needed to complete this paperwork?

6. How often will this paperwork be required?

Once Daily Weekly Monthly
 Each Semester Annually Other

7. Is it possible for another person or department to generate this report for the teacher?

8. How much time will the teacher be given to complete and submit this paperwork?

Request Approved _____ Request Denied _____

	Signatures (if applicable)	Date
Requester:	_____	_____
CCC Chair:	_____	_____
Asst./Assoc. Supt:	_____	_____
Cabinet Member:	_____	_____

'Please return this completed form and a sample of the paperwork approved to Maria Phillips