

Summary Findings and Recommendations

**2008-09 Louisiana
Paperwork Reduction Study**

Presented to

Legislative Committee

Board of Elementary and Secondary Education

October 14, 2009

Picard Center
FOR CHILD DEVELOPMENT AND LIFELONG LEARNING

Statutory Provisions for Paperwork Reduction

- **1988:** SBESE duties enlarged to include paperwork reduction plan (*La. R.S. 17.6(A)(14)(b)*)
- **2007:** HCR 180 sets goal of 20% reduction in paperwork by 2010-11
- **2008:** Act 361 adds further restrictions

Purpose of the Study

- Identify redundant or unnecessarily burdensome paperwork
- Measure time that school personnel devote to state-mandated, non-instructional paperwork

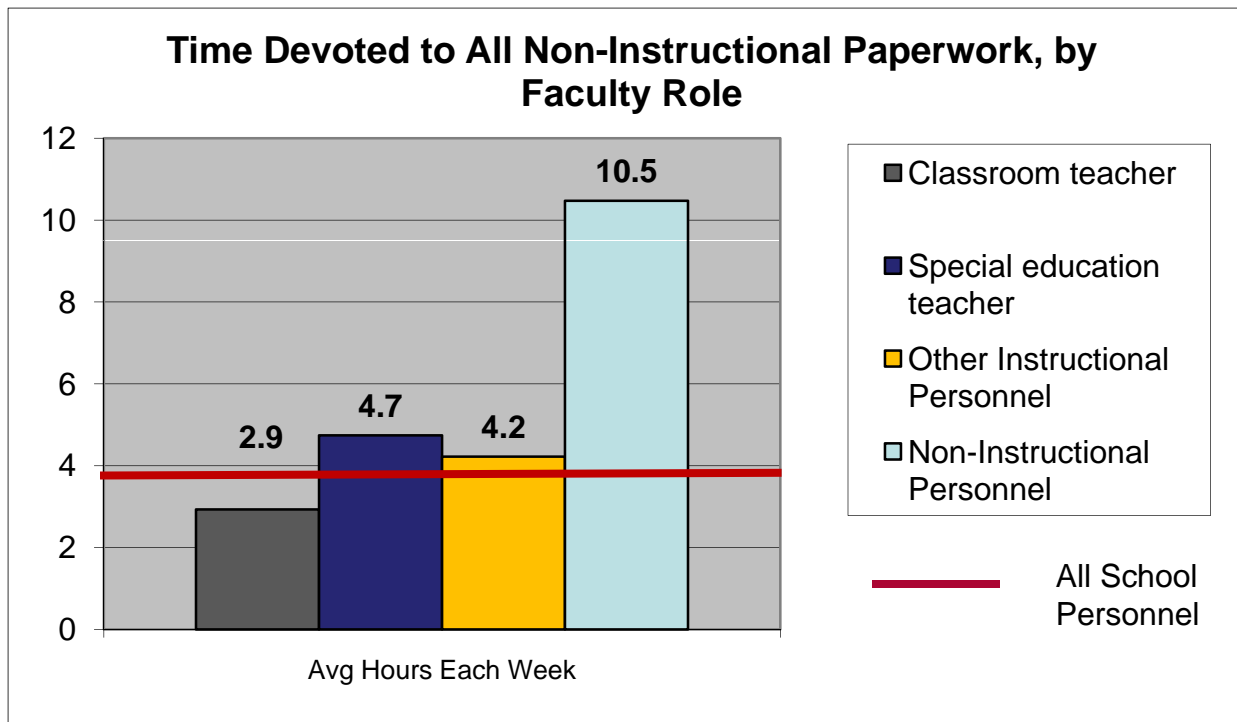
“Paperwork” Definition:

“Time and effort spent handling or reporting information on paper or computer.”

Research Methods

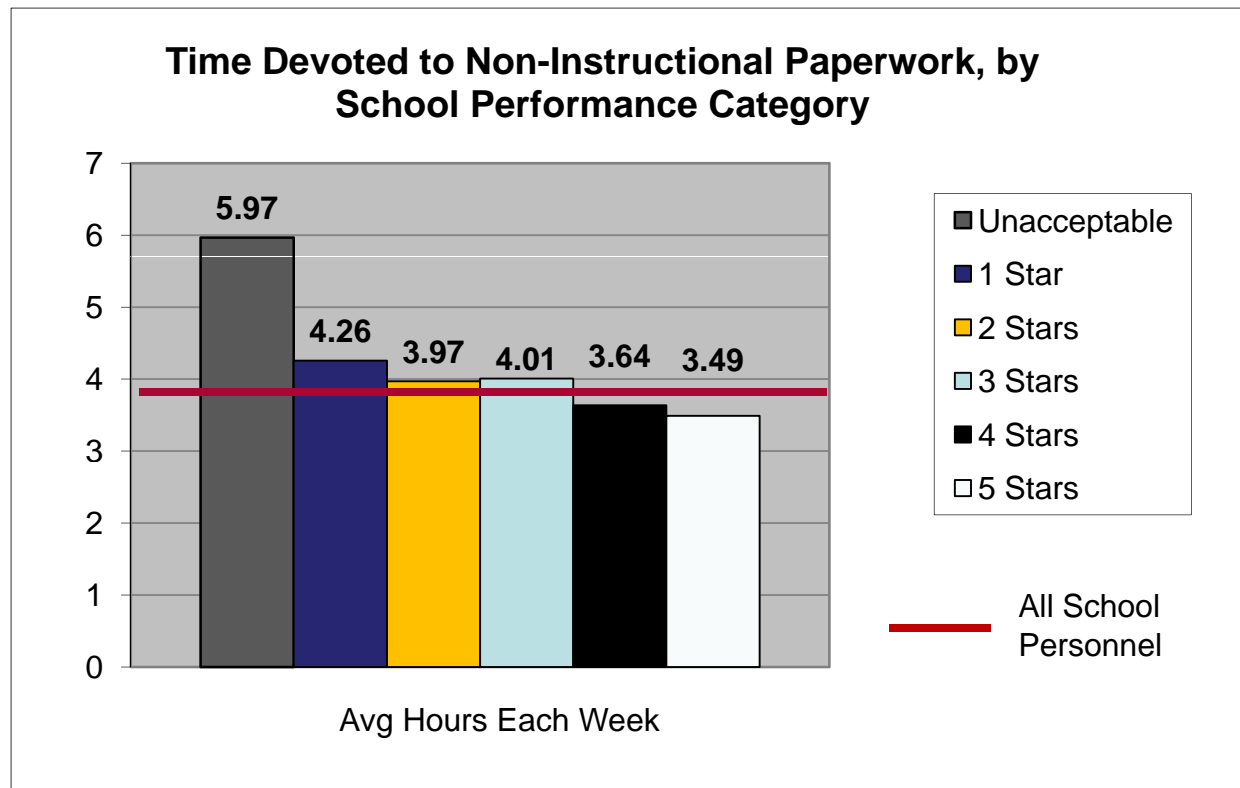
- Online survey of 4,000 faculty in a state-representative sample of 306 schools
- Six focus groups with school and district personnel from 35 districts

A Few Staff Carry the Heaviest Load



Source: *Paperwork Reduction Survey for School Personnel*

Lower-Performing Schools Complete More Paperwork



Source: *Paperwork Reduction Survey for School Personnel*

Areas Considered Most Burdensome

- Attendance
- Special Education
- Discipline/Behavior
- LaTAAP
- School Improvement
- Lesson Plans/GLEs
- Testing
- Monitoring/Auditing

Primary Sources of Duplication

- Duplicate requests from different units within the LDoE
- Requests for information the LDoE already collects
- Monitoring and oversight still grounded in paper originals with signatures

Overall Recommendations

- Increase agency-wide coordination
- Strategic plan for data integration/paperwork reduction, with local input
- Replace paper forms with online tools
- Build human & technical capacity at state and local levels

Targeted Recommendations Include

- Eliminate required LaTAAP portfolio
- Create an online School Improvement Plan
- Greater use of electronic information for monitoring
- Clarify discipline reporting requirements
- Data “out” as well as “in”

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