

Paperwork Reduction

7.34
Board Adopted
(03-09-87)

Introduction

7.34-1

Texas Education Code 21.925(e) limits the amount of paperwork that can be required of teachers. According to the State Commissioner of Education, the intent of this law is "to reduce the paperwork burden on classroom teachers so that they can devote their major efforts to teaching." As requested by the State Commissioner of Education, "administrators are expected to make good faith efforts to protect teachers' time to teach while still complying with various reporting requirements."

Required Reporting

7.34-2

Classroom teachers specifically may not be required to prepare written reports other than:

1. Student participation and progress reports.
2. Student performance on particular assignments or exams (tests).
3. Any other report or paperwork required by law or State Board rule to be prepared by teachers.
4. Textbook reports.
5. Attendance reports.
6. Reports required for accreditation review.
7. Unit or weekly lesson plans that outline, in a brief and general manner, the information to be presented during each lesson taught.
8. Other reports or information where there is no reasonable way to collect the information without the direct involvement of the classroom teacher.

Voluntary Reporting

7.34-3

Supply requests, requisition forms, budget requests, etc., can be requested of teachers, but not required. Teachers who refuse to complete these forms will receive what the principal thinks is appropriate. There shall be no limit on the amount of paperwork an individual teacher volunteers to undertake.

When information is collected on a voluntary basis, the following conditions will apply:

1. Volunteer information must be essential.
2. No coercion either direct or indirect may be used for participation.
3. The decision not to participate shall in no way be held against the teacher.