WORKLOAD paperwork outside instruction

Q #A: Struggles/Challenges	Q #B: Response to Challenges	Q #3: Other Information
1)RSP-elem -Paperwork for SCIA—out of control -Encore work is so repetitive when we must enter the same info over & over	1) - All my Encore work is done after school hours/no time during school day	1) No response.
2) RSP-elem -I like Encore, but it feels like I am doing everything twice or three times. Using OUTLOOK to try to schedule mtgs, open Encore forms & prefill what you can, confirm the mtg w/ email/outlook, have mtg, complete the Encore forms after mtg & copes to everyone	2) -LOTS of time at home opening Encore & IATs -MOST Encore work is done at home.	2) -After mtg is held-you're not done-it feels so redundant that I put the written (mtg copies) in grey files, & don't print out clean Encore copies any more. -The scheduling of mtgs & Encore completion (typing info added at mtg) locking takes my time away the most.
3) RSP-secondary -ENCORE: too many steps when locking an eval plan. The site typically has staff assigned so why do we have to list this for each test given in the "tasks" list—VERY TIME CONSUMING. -whenever an advocate or SDC referral or transition occurs, case mngrs have to make copies of file or minimally all assessments. -duplication of caseload for several people	3) No response	3) - pre-assign this in Encore, have it automatically assign staff or just get rid of it. The number of stdts we assessed is not considered for making decisions for increasing or decreasing staff (get rid of it) -have all provides put reports in Encore-easier than making copies for all who need -get projectors for all SPED staff to access so they can project Encore at meeting -Instead of SPED asking for caseload every month—get them off Encore or SASI-I repeat this step for site staff, SPED staff and testing coordinator too many times a year
4) RSP -secondary -While Encore is a good electronic IEP—NEVER has the time needed for this been honored. In fact the electronic IEP at high school has multiplied -ITP is repetitive -senior aging out summary is repetitive -PTG is a time waster	4) No response.	4) -Honor the time the electronic IEP takes-all secondary tchrs need 2 preps—1 for tching & 1 for case mngmt. -elementary tchrs should be given data rovers to assist w/. this task -secondary parents want grades—not PTG
5) SLP-elem -obviously btn data collection, attendance, IEPs, IATs, reports, progress reports, & continued added paperwork to the IEP, paperwork is a significant portion of the day	5) No response.	5) -allow for caseload to have room to build time in to manage paperwork
6) RSP-secondary -I have no idea how much time I spend on paperwork, but I can tell you that my lessons would be much better, given the time. However, when given an extra moment it normally goes to paperwork, seldom to creating better lessons, or more individualized which is my passion.	6) No response	6) -Our dept is too form happy. We can easily reduce them –state testing is 2 pgs & HS RSP stdts transition plan is entirely too long -The paperwork is very time consuming, in addition, just setting up mtgs also is

		very difficult, as everyone is spread so think and time during the day is limited in which to set up mtgs that trying to find time in everyone's schedule is time intensive for the person setting up the mtg. -program specialists are still at far too many mtgs they do not need to be & are just glorified note takers. TK and MB need to allow them to make the decision w/ the case mngr.
7) CS-elem -there is so much paperwork such as Encore -preparing documentation sheets -taking data -communication logs	7) No response	7) No response
8) CS-elem -Encore -documentation preparing sheet—3 hrs/stdt 5 min/child -creating and adjusting schedules	8) No response.	8) No response.
9)SLP-elem -takes way too much time out of schedule & personal time	9) No response	9) No response
10) SLP- elem -report writing & IEP writing takes up many, many, many hours!	10) -No lunch time→need to use this time to get a portion of paperwork done to reduce the amount I do at night	10) -Need to reduce redundancy of paperwork
11) RSP-elem -I enjoy the look & the organizational aspects of Encore, but compared to writing the IEP, Encore remains a time taker.	11) -I like the afore-mentioned Encore technology, it just takes time & should be recognized as an addition to the daily workload	11) -I appreciate the gradual reduction in paperwork by the dept (SE4s, copies of IEPs, etc). Encore still requires lots of paper & ink. Is the original promise/dream of the paperless IEP still alive? I'm still optimistic!
12) CS -Creating curriculum materials -No prep during the day -Creating data sheets -Encore -creating communication logs -creating schedules for stdts	12) No response	12) No response
13) Ø -Forms used for data collection don't always meet child's needs -IEP/Encore is complicated process that requires manual & training	13) -constant paperwork throughout the day -paperwork takes an extra 2-3 hrs depending on parent emails/conversations	13) -must rework paperwork as stdts progress -manual for writing grade level goals for new tchrs
14) CS-elem -triennial IEPs for preschool are overwhelming. -parents require so much time for explanations of tests, paperwork, etc. -Encore takes too much time—too much time is spent on paperwork for one IEP.	14) -preschool is double session so we can have 18 IEPs to be responsible for rather than a CS class of 8 or 10.	14) -too much paperwork on one IEP. This includes everything we do in Encore, emailing all itinerants, making sure nurse does health screening, etc. The case mngr is responsible for everything & there is too much
15)pysch-secondary -psychs are not instructing but the amt of work we are devoting to write defensibly seems to grow each year. It seems that site administrators	15) -we try to educate our site admin about what we do by showing them the list from personnel that describes pysch	15) -please set a cap on how many IEP mtgs a psych can be an AD in the course of a school year

are not aware of what it is that psychs are responsible for and why we work long hours in our offices typing reports. -psychs are being used more routinely as admin designees in IEP mtgs at some sites.	duties/responsibilities. -asking me to be an Admin Designee has taken away from my duties and required me to work at home or well past reasonable hours in my office.	-please inform the site they cannot require or expect a psych to do this routinely but only if we volunteer -have admin understand we are not assigned to work in classrooms alongside stdts or spend our days intervening in discipline or crisis interventions instead of using the site resources as the first line of defense.
16) SLP-elem -writing reports, testing, scoring tests, tracking data, maintaining attendance info, home therapy programs, writing IEPs -the time I spend on lesson plans = 12-17 hrs per week	16) No response	16) No response
17) RSP-elem -writing of IEP -setting up IEP mtgs & writing reports -cannot schedule during school hours as it takes away from instruction time -additional responsibilities & mtgs for site	17) -work after hours as late as needed -use weekends to catch up -mtgs before school at 7:00 am or after school to continue at times past 5:30/6:00 pm	17) -Elem RSP tchr teaches all subjects to 6 grade levels; learning the curriculum for all subjects & grade levels -responsible for IATs & setting up mtgs & preparing paperwork & running the mtgs & assessing
18) Ø -when caseload is above 8, finding time to develop IEPs & triennials is difficult. -appropriate mtg place difficult to find at times -quiet place for testing difficult to find. -scheduling difficult due to over burdened personnel responsibilities.	18) -schedule mtgs in conf room when it is available -frequent contact w/parents/involved professionals -working during "off hours" to get reports completed on time.	18) -People leaving early or hurriedly & not signing documents makes it difficult to complete ready documents due to tracking down the missing signatures.
19) Ø -I have no time during the school day anymore to keep up on emails, paper work, etc because we have less IAs this year.	19) -Hold off until snack or recess to complete any paperwork or after school	19) No response
20) Ø -amount of paperwork when you are a case manager can be incredible -Encore, IEP mtgs, & setting up an IEP mtg -keeping data	20) -do the best you can	20) No response
21) NSH-elem - it is just another part of the job that is not taken into account when looking at salary & compensation	21) -It takes place at home late at night after working late & family time. There is not enough time allotted for this in the school day for elem schools. I am told there is time in the day for middle & high school & even help to fill out Encore -I entered this job knowing there would be more involved that in GE, but never imagined how much time would be spent.	21) -perhaps a salary incentive for SPED tchrs would help take off the burden. -calculating what time outside of planning & teaching is spent on testing, paperwork, mtg planning, & IEP attendance hours would be helpful to look at when thinking of salaries. s
22) Ø --IEPs, ESY, goals progress	22) No Response	22) No response
23) No response	23) No response	23) No responses
24) NSH elem -goal documentation is challenge when the stdt ha many individualized goals & is a probable change of placement -the amt of time needed to write evaluation reports, IEPs, etc is all done outside of	24) No Response	24) No response

instructional time.		
25) NSH secondary -IEPs –not only electronic version but till need to make copies -finding time to test stdts for triennials -daily reports for stdts	25) -hours spent after school or on weekends -testing on prep/lunch since don't have official testing period -streamlined form; stdt responsible for giving it to tchr	25) No Response
26)RSP-elem No response	26) No response	26) No response
27) CS-elem -I currently spend no less than 10 hrs per week outside instructional time on paperwork & emails	27) No response.	27) No response
28) ASD-elem -I have little time for paperwork during my work day. Homework packets & data are managed daily,.	28) -I created an easy data collection system & have delegated duties on putting data on logs. -My staff also take over the classroom on Fridays for me to do paperwork.	28) No response.
29)NSH-elem -There is a lot of paperwork that requires time outside of the school day to complete. -finding the time to complete all triennial assessments in the best possible environment for all stdts. -NSH tchrs have stdts all day; it is hard to find time in the school day to complete the assessments	29) -I spoke w/ other NSH tchrs & my program specialist about the best way to use the block days. -I spoke w/ my principal & she provided me w/ a half day to assess my stdts who had triennials due. I have five total this year and four were due on the same day.	29) No response.
30) NSH-secondary -testing (can't pull from PE as now kids have to be in PE a certain amt of time by law) -putting IEPs on computer just naturally doubles workload time	30) -at least 2 hrs to write the IEP & sometimes 1 ½ hrs to close IEP! Not to mention Xeroxing & sending home.	30) -have someone, not classroom tchrs, do all the testing
31) RSP-secondary -time for IAT paperwork, locking IEPs & grading -IEP scheduling (via email/outlook) -20-25 min for IAT paperwork -10-20 min for locking -IEP scheduling: 5-30 min per mtg	31) No response	31) No response
32)NSH-secondary -manifestation determinations can interfere when there is a narrow time span to hold the MD mtg	32) No response	320 No response.
33) RSP-secondary -Progress to Goals—open PG, close, open, batch print, print x 28 : 30 min to an hour, stuff envelopes and mail, -An IEP is minimum 14 pgs w/ one goal for HS stdt over 16; transition plan, ESY etc. -senior exit paperwork	33) -use an IA but she has others to help too	33) No response
34) Itinerant- elem --no available site computer- --no assigned room to provide services	34) I beg!	34) No response
35) RSP-secondary -paperwork begins at final bell -many hrs spent outside contract day on paperwork—getting it signed	35) -we stop instruction to complete IEP prep for an upcoming mtg. -each IEP takes at least 3x the length of the mtg to complete.	35) -more clerical support would help -unrealistic expectations re: paperwork which cannot be completed w/in working day

36) CS-elem/preschool -DRDP gives good information, but it is very time consuming & I never see the assessment results -new paperwork is added each year. -all the paperwork pulls me away from working w/ my students.	36) -Each DRDP takes me 15-20 minutes of uninterrupted time to complete. This is not counting the time it takes transferring data to the score sheet. I do not attempt to do these at school. I do them at ho me. -To stay on top of Encore I sometimes have to work on Encore while students are in school.	36) No response
37) SLP-elem --redundant unnecessary paperwork	38) No response	38) -need weighted caseloads
38) ASD-preschool -report writing -IEP preparation (mtgs & testing) -IEP mtgs	38) -rearranging schedules & simplifying activities to ensure a smooth transition & effective w/o tchr present	38) No response
39) RSP-secondary -IEPs continue to have more required areas to address every year & are more time consuming. -paperwork around IATs and RtI mtgs resulting in more initial referrals -grading & tchings related to servicing more and more stdts	39) -more parent requests to test - I stay after school daily to tutor my kids I cannot see each day due to the way the master schedule is built	39) - Added tasks in Encore every year & it translates to more time doing an already stressful, and at times, impossible job.
40) CS-secondary -paperwork interrupts instruction -new tchrs are overwhelmed -having to create my own curriculum due to the lack of any sort of curriculum takes time & paperwork to involve IEPs and scope & sequence	40) -Job is ruled by paperwork	41) -PPAP w/o SPED credential and _recent_ experience is not enough to support case management duties for tchrs new to PUSD -other tchrs on site must pick this up & that is added to their own paperwork. -has anyone considered a mentor program for case management?
41) CS-elem -Computer program not efficient for IEPs	41) No response	41) No response
42) RSP-secondary -IEP paperwork can take upwards of 2 hrs to complete -ITP, progress to goals don't seem to be as efficient as hoped. -exit out summary for graduating seniors can be repetitive	42) -arrive early; leave late -concerns have been discusses at dept mtgs	42) No response
43) RSP-secondary -time it takes to complete an IEP in Encore -Encore requires I have focus/attention to detail so I can get through it w/o error messages -my testing period is used to case manage -my prep time is used to case manage -repetitive paperwork related to IEPs -inefficiency in procedures; we all know there is the law and then there is the "Po-WAY!" -amt of time it takes to enter a new referral from IAT into Encore -not having a goal bank for non-academics -progress to goals take too much time to click the "3"and the "P" and then often once an addendum has been entered they don't work at all.	43) -I stop teaching so I can do IEP paperwork -I complete the IEP in pen and then transfer to Encore when I have time -I have my IA take the kids to computer with another class or she runs the classroom -call in sick and work from home -arrive at school prior to 7am and leave well after 5 pm -I do Progress to Goals by hand and it saves me much more time & then I just enter them all when I am finishing up the IEP.	43) - doing all my work in longhand and in pen at mtgs before I even open an IEP in Encore seems to be saving me time because it is a linear process & I do not need to go back and forth with clicking and clacking and waiting and opening -why is it that the SPED dept needs my monthly caseload when they have SASI & Encore from which to pull data. -The new ESY process is in efficient. Now I need to make a copy of each stdt's ESY page and send it to my program specialist! Unreal!' -the IAT form is a function of Gen Ed and yet RSPs must complete this in Encore -Don't grades show progress??

44) NSH-elem -not enough release time to conduct all IEP mtgs 5 IEP x 90 min 5 tri x 120 minutes	44) --come up short on time to get my job done during my school day	44) No response
45) RSP-elem -difficult to manage note taking, presenting & changing IEP all at one time -tasks on Encore are time consuming w/ no instructional value	45) No response	45) -use LCD & add all info to the IEp. -document NOT notes. Eliminate mtg notes
46) CS-secondary -loss of instructional minutes due to: 'must be met' bus stdts, emails w/ parents, progress to goals repetitive,	46) -lose instructional minutes	46) No response
47) NSH-elem -choose to teach or do paperwork	47) -set up activities for IA to do w/ class while I type forms	47) No response
48) RSP-secondary -IEP paperwork & data collection from teachers-amt of time it takes to schedule an IEP mtg w/ parents, tchrs, etc -Trying to monitor daily each stdt homework from all their classes to ensure they are on the right track	48) -allow another period a day for SPED paperwork… since there are two jobs here, one should have two preps to work on it	48) No response
49) NSH- secondary -Encore. Filling out paperwork so that the psych and DIS providers can do their evaluations. Writing triennial reports. IEP prep & finish in Encore 3 hrs plus ½ hr conference w/parent to go over goals before the mtg	49) No response	49) No response
50) CS-elem -no curriculum -no laminate	50) -I make my own curriculum & there is no laminate	50) No response
51) NSH-secondary -non tenured teachers are not given IA support or materials -unsupportive program specialist	51) -work w/o lunch -work 60+ hrs per week -spend money I do not have -I have a second job during the summer to pay off my credit card this summer.	51) No reponse
52) NSH-elem -new principals do not understand the needs of tchrs & stdts. They have no help on lack of curriculum & no money.	52) -After construction I finally acquired a whiteboard for my room. The principal saw it & said, " I need that for a new gen ed teacher!" I had to beg to keep it & point out how many years I had been without one. The tears helped for sure!	52) No response
53) ASD-elem -autism specialists & ASD program specialists are out of district for block of days -mtg scheduled beyond contract day -meetings started at 4pm	53) No response	53) No response
54) CS-elem -addendum mtg paperwork -you held the mtg—lasted 30 minutes, wrote 2 pages of notes and the paperwork in Encore takes 30+ minutes	54) -do not put it in Encore -I do not get a lunch -	54) No response
55) RSP-secondary -Secondary teachers are tasked w/ more paperwork. Transition assessments & 4 page plans	55) No response	55) The DOs focus is on paperwork & case management NOT teaching, but we're still tasked w/ getting the stdts to meet

		district & state stds & pass the CHSEE. -There is NO focus on curriculum development and/or training to complete the teaching portion of our job.
56) CS-secondary -writing IEPs & sitting at a computer creating IEPs is the worst part of my job. I love teaching. -writing IEPs rarely happens during school day due to student needs -Encore erases or doesn't save data entered consistently	56) -working outside school day due to stdt needs -I create a back-up "IEP notes" for goals so I can re-enter info that gets erased. This adds time to IEP prep	
57) CS-Elem -email (1 hr) & Encore (3 hrs/IEP) -creating materials constantly spend my own & create materials (3 hrs per week).	57) I bought a laptop last year to work on Encore and answer/write email at home	57) -I am pursuing another career
58) CS-Elem -new Encore forms -Encore tasks at locking process	58) -try to get this done before school begins	