

WORK LOAD
REQUIRED PLANS AND REPORTS

DLB
(LEGAL)

**Restrictions on
Written Reports**

A board shall limit redundant requests for information and the number and length of written reports that a classroom teacher is required to prepare.

A classroom teacher may not be required to prepare any written information other than:

1. Any report concerning the health, safety, or welfare of a student;
2. A report of a student's grade on an assignment or examination;
3. A report of a student's academic progress in a class or course;
4. A report of a student's grades at the end of each grade reporting period;
5. A report on instructional materials;
6. A unit or weekly lesson plan that outlines, in a brief and general manner, the information to be presented during each period at the secondary level or in each subject or topic at the elementary level, unless the lesson plan is included in instructional material adopted by the board;
7. An attendance report;
8. Any report required for accreditation review;
9. Any information required by a district that relates to a complaint, grievance, or actual or potential litigation and that requires the classroom teacher's involvement; or
10. Any information specifically required by law, rule, or regulation.

A district may collect essential information, in addition to the information specified above, from a classroom teacher on agreement between the classroom teacher and the district.

Paperwork Review

A board shall review paperwork requirements imposed on classroom teachers and transfer to existing noninstructional staff a reporting task that can reasonably be accomplished by that staff.
[See BAA]

Education Code 11.164

The commissioner of education may authorize special accreditation investigations in response to repeated complaints concerning imposition of excessive paperwork requirements on classroom teachers. *Education Code 39.075(b-1)*