

# Managing Information in the No Child Left Behind World

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# Main Problem – Meeting NCLB accountability requirements



- Problem #1 – Too much Paper
- Problem #2 – Guilty Until Proven Innocent
- Problem #3 – Need for a Paradigm Shift

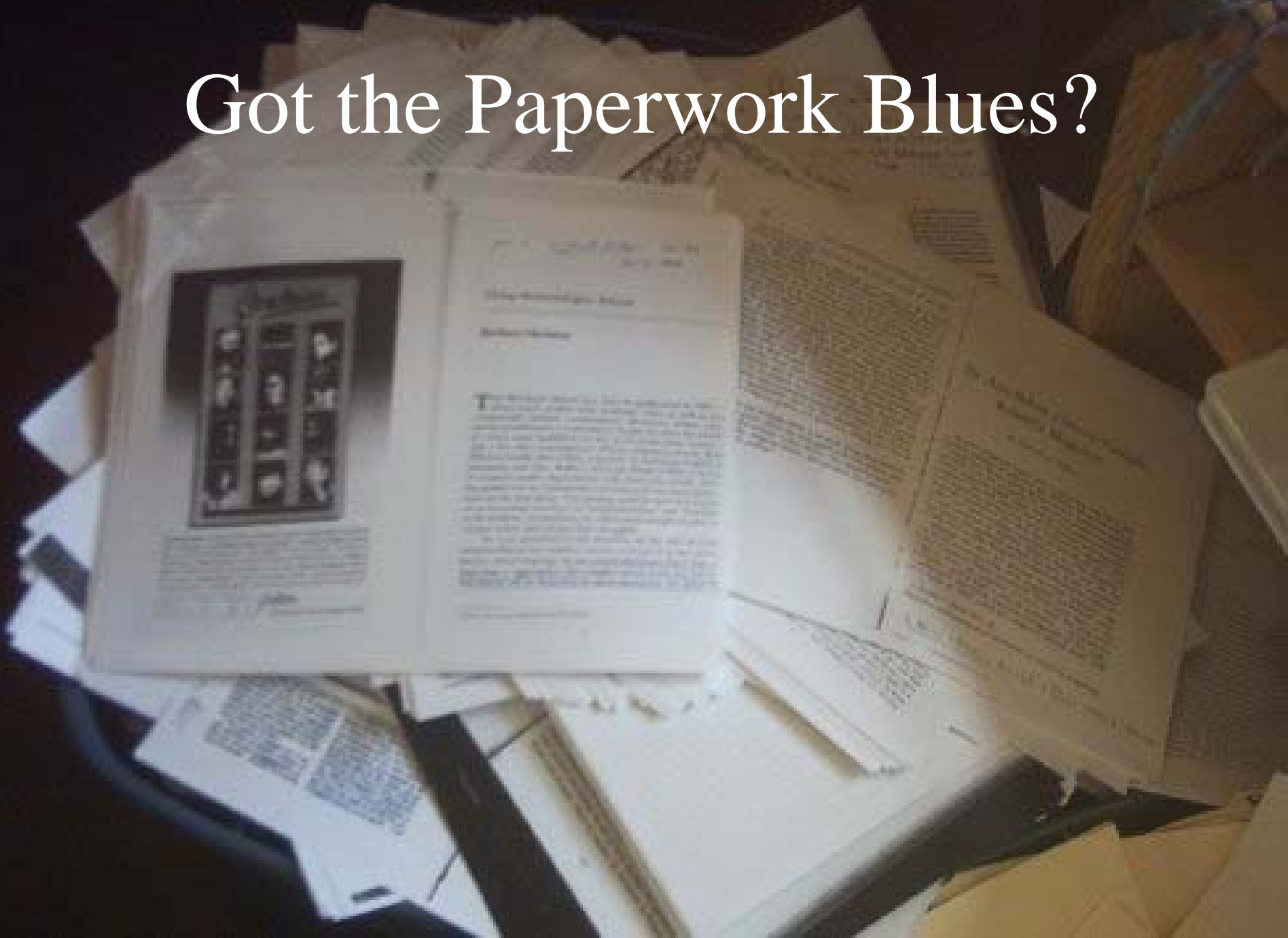
# Problem #1 – Too Much Paper

Analogs

Drowning in Paper?



# Got the Paperwork Blues?



Does your desk look like mine?



# Or Maybe Like These?



School or Home – The Offices look the Same

# The Paperless Office



- Just a theory that is not here yet
- Computers actually increased the paper instead of diminishing it
- It is easy to print many, many copies of the same sheet
- Perfect for one purpose --

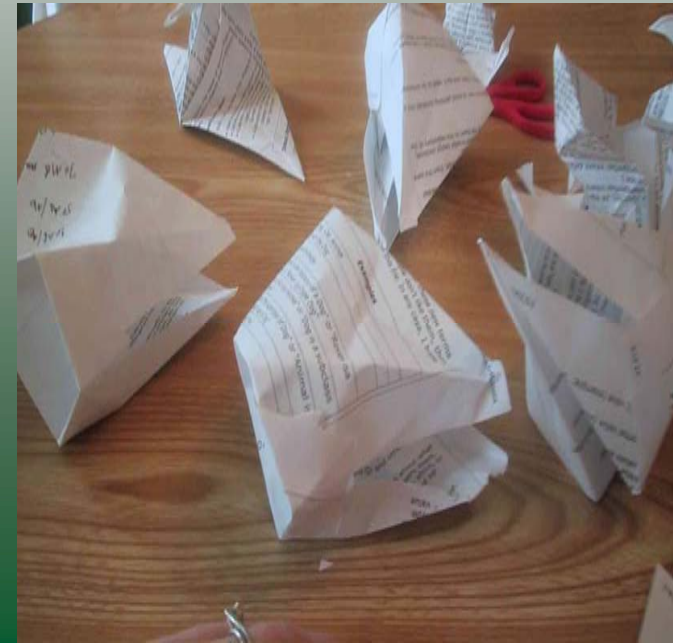




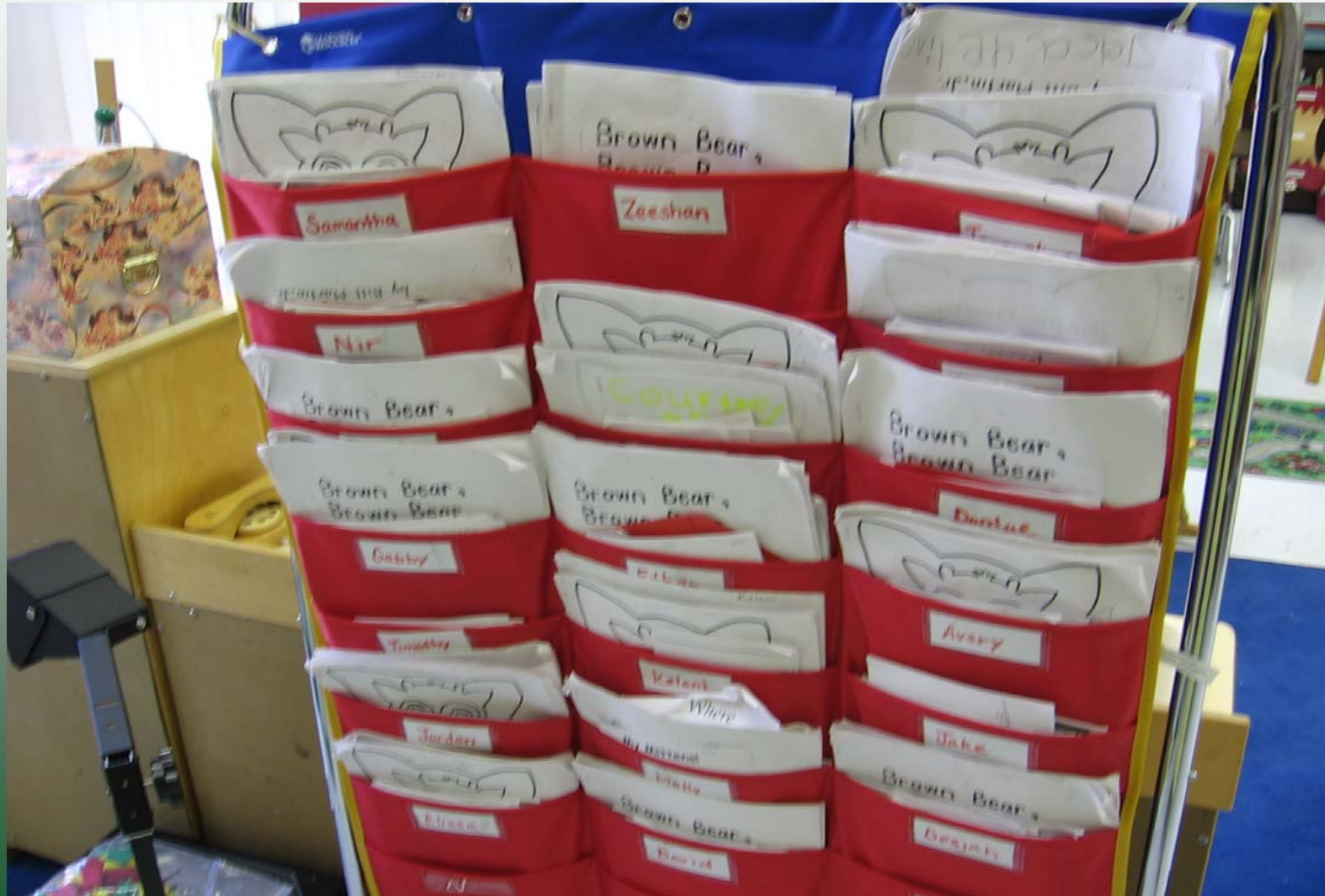
# Paper Problems



I hate filing  
I hate filling out  
paperwork by hand  
I don't write legibly  
I hate paper that  
students turn in  
in odd little sizes  
Origami?



# Is this your filing system?



# My worst nightmare



Really I hate filing.

# Freedom -- taming the paper tiger



- Free yourself from the paper
- Remove the burden from your back.



# Problem #1 – Too Much Paper



- Every student intervention is a component of that student's file
- Eliminate the paper burden and solve problem #1
- Requires risk taking and a climate for change

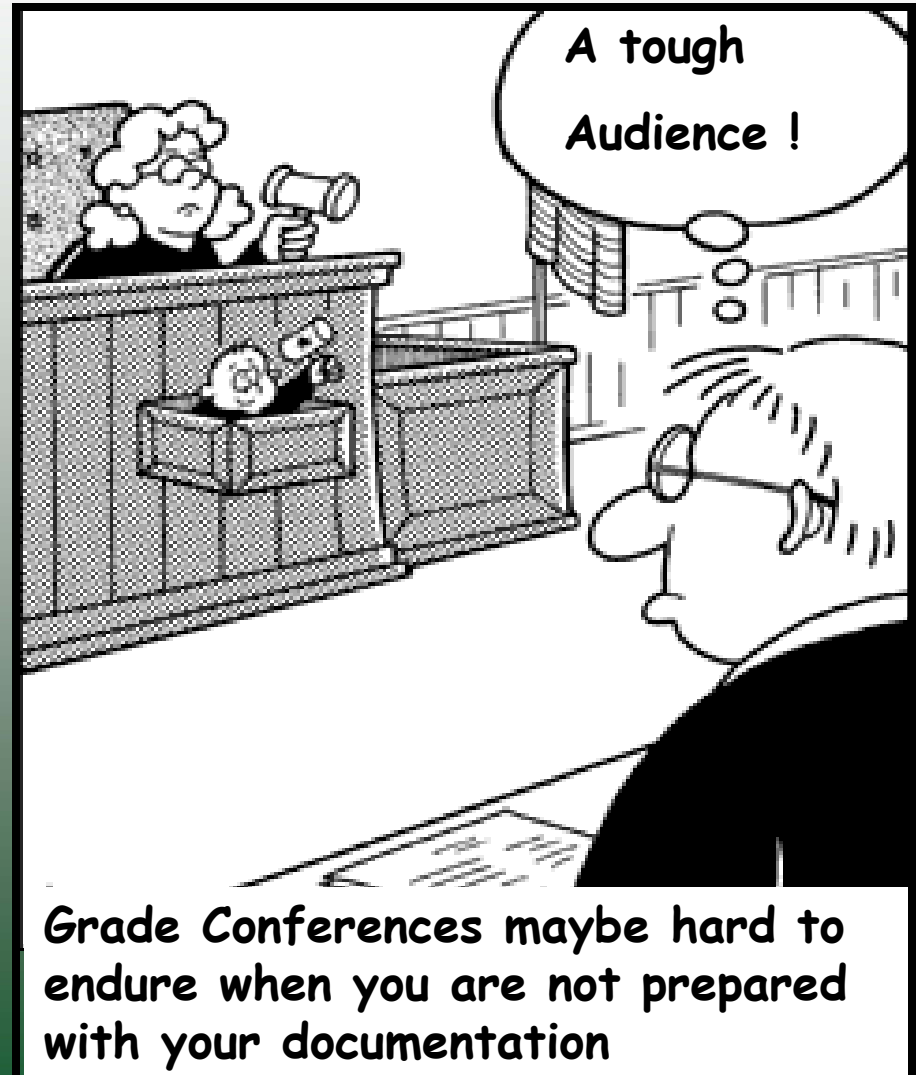


MORRIS WAS FINDING IT MORE DIFFICULT THAN MOST TO ADJUST TO THE CONCEPT OF A 'PAPERLESS' OFFICE

# Problem #2 – Guilty until proven Innocent



- Today's political climate requires that you prove you have done your job in assisting the student



Grade Conferences maybe hard to endure when you are not prepared with your documentation

# Accountability



- Current Political Climate mandates that Educators are accountable for our student's performance
- Burden is on the educator when the student does not succeed



"The administrator did not buy my defense when confronted by an irate parent demanding documentation."

# Accountability



- Document contact with parents of students who are not succeeding
- Recordkeeping chores continue to expand to meet the accountability standard



# Challenges



- Limited access to school records that include contact information for teachers
- Records are kept in a central office or with counselors making immediate parent contact difficult
- Limited access to telephones to make these contacts



# Technology Solutions



- Email is an efficient method of contacting parents and other staff members
- Email provides a written record of the contact and the information discussed
- Email becomes a more viable solution as more parents have access to this technology
- Email will not meet all of your accountability responsibilities



# Meeting Accountability Mandates



- A multi-phase approach using Technology
  - Publish Grades Online
  - Store Project Grade Rubrics for each student
  - Publish Class information with a Website
  - Dedicated email address with email filtering
  - Provide Voice Mail access to parents
  - A system to document:
    - Telephone contact
    - Staff member consultations
    - Parent conferences

# Solving both problems



- Create an electronic database system to eliminate the paper and document student interventions
- Such a system with uniform forms that is easy to use will reduce paperwork time
- Less time on paperwork means more time to work with students

# Items to Remember



- Organize, Organize, Organize
- Standardize, Standardize, Standardize
- Make it easy to use
  - Automate routine items with checkboxes, radio buttons and drop down lists

# Organizing the Paper



- Create a system that will:
  - Document Student Observations
  - Document Student Interventions
  - Document Conference Notes
  - Document Phone Calls
  - Document Emails
  - Document Grade Reports
  - Document Grading Rubrics
- Keep all records in one place at your fingertips



# Databases



- Databases pose the most reliable solution to the problem
- Many databases are available
- Most have a steep learning curve
- No off the shelf system exists
- Any current contact management software would be like the souvenir t-shirts that really say one size fits few



# Database Requirements



- Drop down menus
- Forms for student conferences
- Forms for parent conferences
- Forms for email support
- Student ID Picture support
- Work with Excel
- Work with other Office Products
- Expert base for help



# Database Solution



- Databases considered:
- Microsoft Access
- Microsoft SQL Server
  - Harder than Access and more \$
- Microsoft Visual FoxPro
- Quickbase

# T.R.A.C.S.

**T**eacher **R**eporting of  
**A**ccountable **C**ontact  
**S**upport



# Teacher Reporting of Accountable Contact Support



- Developed by Michael Perry and Michael Goynes to store contact information and contact records
- Developed in Microsoft Access
- Confidential information added by the user
- Contacts are then logged by the user
- Reports generated for contacts by the user

# T.R.A.C.S. Development



- Version 1 was done in Microsoft Access
- It was developed by one of my University Students as a project
- Problem – When the term ended so did the project and support
- It worked, but lacked some needed functions



# Access ver.1 Main Screen



T.R.A.C.S. [-] [+] [X]

View Info | Enter Info | Report / Export Options

Student ID:

First Name:

Last Name:

Sex:

Date Of Birth:

Email:

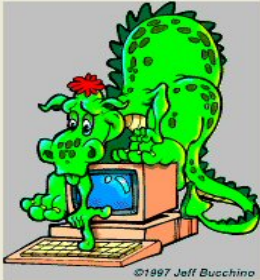
SHomeP:

Grade Level:

Class Code:

Class Period:

Team:



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# Access ver.1 Data Entry



T.R.A.C.S. [Minimize] [Maximize] [Close]

View Info | Enter Info | Report / Export Options

Student ID:	<input type="text"/>	Parent 1 Role:	<input type="text"/>	Subject 1:	<input type="text"/>	Employer:	<input type="text"/>
First Name:	<input type="text"/>	First Name:	<input type="text"/>	Teacher 1:	<input type="text"/>	Supervisor:	<input type="text"/>
Last Name:	<input type="text"/>	Last Name:	<input type="text"/>	Room 1:	<input type="text"/>	Supervisor Title:	<input type="text"/>
Grade Level:	<input type="text"/>	Work:	<input type="text"/>	Subject 2:	<input type="text"/>	Employer Phone:	<input type="text"/>
Date Of Birth:	<input type="text"/>	Occupation:	<input type="text"/>	Teacher 2:	<input type="text"/>	Employer Email:	<input type="text"/>
Sex:	<input type="text"/>	Email:	<input type="text"/>	Room 2:	<input type="text"/>	Employer Address:	<input type="text"/>
Email:	<input type="text"/>	Parent 2 Role:	<input type="text"/>	Subject3:	<input type="text"/>	Employer City:	<input type="text"/>
Class Code:	<input type="text"/>	First Name:	<input type="text"/>	Teacher3:	<input type="text"/>	Employer State:	<input type="text"/>
Class Period:	<input type="text"/>	Last Name:	<input type="text"/>	Room 3:	<input type="text"/>	Employer Zip:	<input type="text"/>
Team:	<input type="text"/>	Work:	<input type="text"/>	Subject 4:	<input type="text"/>	CHHS Mileage:	<input type="text"/>
Home Phone:	<input type="text"/>	Occupation:	<input type="text"/>	Teacher 4:	<input type="text"/>		
Address:	<input type="text"/>	Email:	<input type="text"/>	Room 4:	<input type="text"/>		
Address 2:	<input type="text"/>	Activity 1:	<input type="text"/>				
City:	<input type="text" value="Douglasville"/>	Activity 2:	<input type="text"/>				
State:	<input type="text" value="GA"/>	Activity 3:	<input type="text"/>				
ZIP Code:	<input type="text" value="30135"/>						

# Access ver.1 Reports Screen



T.R.A.C.S.

View Info | Enter Info | Report / Export Options

[View Parent Occupations](#)

[View Contact Records \(Per Class / Student\)](#)

[View All Available Email Addresses](#)

[View All Available Email Addresses \(Per Class\)](#)

[View All Available Email Addresses \(Per Team\)](#)

[View All Student Activities](#)

[Find Student By Last Name](#) | [Find Student By Student ID](#) | [Add / Edit Classes](#)

The image shows a screenshot of a web application window titled "T.R.A.C.S.". The window has a light green header bar with the title and standard window control buttons (minimize, maximize, close). Below the header is a navigation bar with three tabs: "View Info", "Enter Info", and "Report / Export Options". The "View Info" tab is selected. The main content area is a light yellow rectangle containing a list of six links, each in a separate box. The links are: "View Parent Occupations", "View Contact Records (Per Class / Student)", "View All Available Email Addresses", "View All Available Email Addresses (Per Class)", "View All Available Email Addresses (Per Team)", and "View All Student Activities". At the bottom of the window is a footer bar with three buttons: "Find Student By Last Name", "Find Student By Student ID", and "Add / Edit Classes".

# Access ver.1 Contact Screen



**Enter New Contact Record**

SID:  Date:  Time:

Contact Name:  Contact Role:

Daytime Phone:  Evening Phone:

Type Of Contact	Purpose Of Contact	Results Of Contact
<input type="checkbox"/> PhoneCall	<input type="checkbox"/> Social	<input type="checkbox"/> Parent Conference
<input type="checkbox"/> SchoolEmail	<input type="checkbox"/> Critique	<input type="text" value="Date"/>
<input type="checkbox"/> Teacher Collaboration	<input type="checkbox"/> Kudos	<input type="checkbox"/> Web Demo
<input type="checkbox"/> Social Worker	<input type="checkbox"/> Classroom Behavior	<input type="text" value="Date"/>
<input type="checkbox"/> Parent Conference	<input type="checkbox"/> Attendance	<input type="checkbox"/> Calendar Demo
<input type="checkbox"/> School Conference	<input type="checkbox"/> Discipline Referral	<input type="checkbox"/> Document Retrieval
<input type="checkbox"/> SPED Consult (IEP)		<input type="checkbox"/> EdLine Setup
<input type="checkbox"/> Open House		<input type="checkbox"/> Behavior Contract
<input type="checkbox"/> Off-Campus		<input type="checkbox"/> SST Referral
<input type="checkbox"/> Student Conference		<input type="checkbox"/> Grade Contract
<input type="checkbox"/> S.S.T.		
<input type="checkbox"/> Progress Report		
<input type="checkbox"/> Grade Sheet		

Notes:



# Access ver.1 Student Aid Screen



**Enter New Student Aid Record**

2003006146      9/18/2003      9:07 PM

**STAR Referrals**

STAR Referral Sent Home       Date

STAR Referral Received       Date

**Tutoring / Practice**

One-To-One Tutoring       Extra Practice Problems

Peer Tutoring       Extra Practice Worksheet

Comments

Cancel / Delete Note      Save / Close

# Access ver.1 Student Note Screen



**Enter New Note Record**

2003006146      9/18/2003      9:05 PM

Work Habits	<input type="checkbox"/>	Time / On Task	<input type="checkbox"/>	Classroom Behavior	<input type="checkbox"/>
Internet Use	<input type="checkbox"/>	Incomplete Work	<input type="checkbox"/>	Classroom Disruption	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	Discipline Referral	<input type="checkbox"/>	Sleeping	<input type="checkbox"/>
Disrespectful	<input type="checkbox"/>				

**Student Notes**

Cancel / Delete Note      Save / Close

# Access ver. 1 Parent Info Screen



Parent / Guardian Information

Parent 2 Information		Parent 2 Information	
Role	Mother	Role	Father
First Name	Daleena	First Name	Gerry
Last Name	Popham	Last Name	Popham
Work	4) 867-4641	Work	4) 867-6675
Occupation		Occupation	
Email		Email	

# Access v.1 Input Screen Layout



Form Header

Detail

View Info Enter Info Report / Export Options

Student ID:	SID	Parent 1 Role:	P1Role	Subject 1:	Subject1	Employer:	Student_Employ
First Name:	SFName	First Name:	P1FName	Teacher 1:	Teacher 1	Supervisor:	Supervisor
Last Name:	SLName	Last Name:	P1LName	Room 1:	Room1	Supervisor Title:	Supervisor_Title
Grade Level:	SGLevel	Work:	P1Work	Subject 2:	Subject2	Employer Phone:	Employer_Phone
Date Of Birth:	SDOB	Occupation:	P1Occupation	Teacher 2:	Teacher2	Employer Email:	Employer_Email
Sex:	SSex	Email:	P1Email	Room 2:	Room2	Employer Address:	Employer_Addre
Email:	SEmail	Parent 2 Role:	P2Role	Subject3:	Subject3	Employer City:	Employer_City
Class Code:	SCCode	First Name:	P2FName	Teacher3:	Teacher3	Employer State:	Employer_State
Class Period:	SCPeriod	Last Name:	P2LName	Room 3:	Room3	Employer Zip:	Employer_Zip
Team:	STeam	Work:	P2Work	Subject 4:	Subject4	CHHS Mileage:	CHHS_Mileage
Home Phone:	SHomeP	Occupation:	P2Occupation	Teacher 4:	Teacher4		
Address:	SAddress1	Email:	P2Email	Room 4:	Room4		
Address 2:	SAddress2	Activity 1:	SActivity1				
City:	SCity	Activity 2:	SActivity2				
State:	SState	Activity 3:	SActivity3				
ZIP Code:	SZip						

Edit Med Info

Go To Previous Existing Student **Add New Student** Go To Next Existing Student

Save Changes To Current Student

# Access v.1 Form List



TRACS 1.2 Fall 03 CHHS : Database (Access 2000 file format)

Open Design New

Objects	Name	Description	Modified	Created	Type
Tables	Create form in...				
Queries	Create form b...				
Forms	1MainForm		9/9/2003 10:28:01 ...	2/5/2003 7:28:37 PM	Form
Reports	2StudentAddr...		9/17/2003 11:52:3...	2/5/2003 7:28:37 PM	Form
Pages	3GuardianInfo...		9/17/2003 11:52:4...	2/5/2003 7:28:37 PM	Form
Macros	4Medical		2/20/2003 11:51:2...	2/5/2003 7:28:37 PM	Form
Modules	5EditMedical		9/9/2003 10:44:49 ...	2/5/2003 7:28:37 PM	Form
Groups	6ClassCodes		2/5/2003 7:28:37 PM	2/5/2003 7:28:37 PM	Form
Favorites	Entry_Contacts		2/13/2003 7:09:32 PM	2/5/2003 7:28:37 PM	Form
	Entry_Notes		2/13/2003 7:09:29 PM	2/5/2003 7:28:37 PM	Form
	Entry_Student...		2/13/2003 7:17:44 PM	2/5/2003 7:28:37 PM	Form
	Report_Show...		2/5/2003 7:28:37 PM	2/5/2003 7:28:37 PM	Form
	View_Contacts		2/13/2003 7:20:08 PM	2/5/2003 7:28:37 PM	Form
	View_Notes		2/20/2003 11:49:4...	2/5/2003 7:28:37 PM	Form
	View_StudentAid		4/2/2003 8:05:36 PM	2/5/2003 7:28:37 PM	Form

# T.R.A.C.S. ver. 1 in Access



- Open Access Version



# Back to the Drawing Board



## Research Zone

Refine  
Requirements  
and build on  
ver. 1

- Create a list of requirements for the Database used to create the solution
- Gain experience creating databases by automating other tasks in my teaching
- Research available Databases using these new Requirements



# Database Requirements



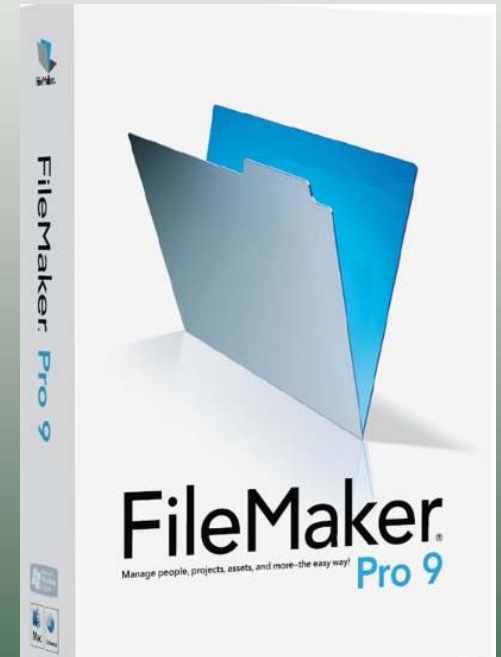
- Easy to Use
- Easy to program for the non-programmer
- Multi-platform solutions
- Develop executable solutions
- Work will with Graphics
- Work with Excel
- Work with other Office Products
- Expert base for help
- Templates available as a starting point for solutions



# Database Choice



- Choose Filemaker because it met the project specifications
- Can create executable solutions to share with colleagues
- Works on both Windows or Mac
- Has a mobile version for Palm or Windows CE



# FileMaker Mobile

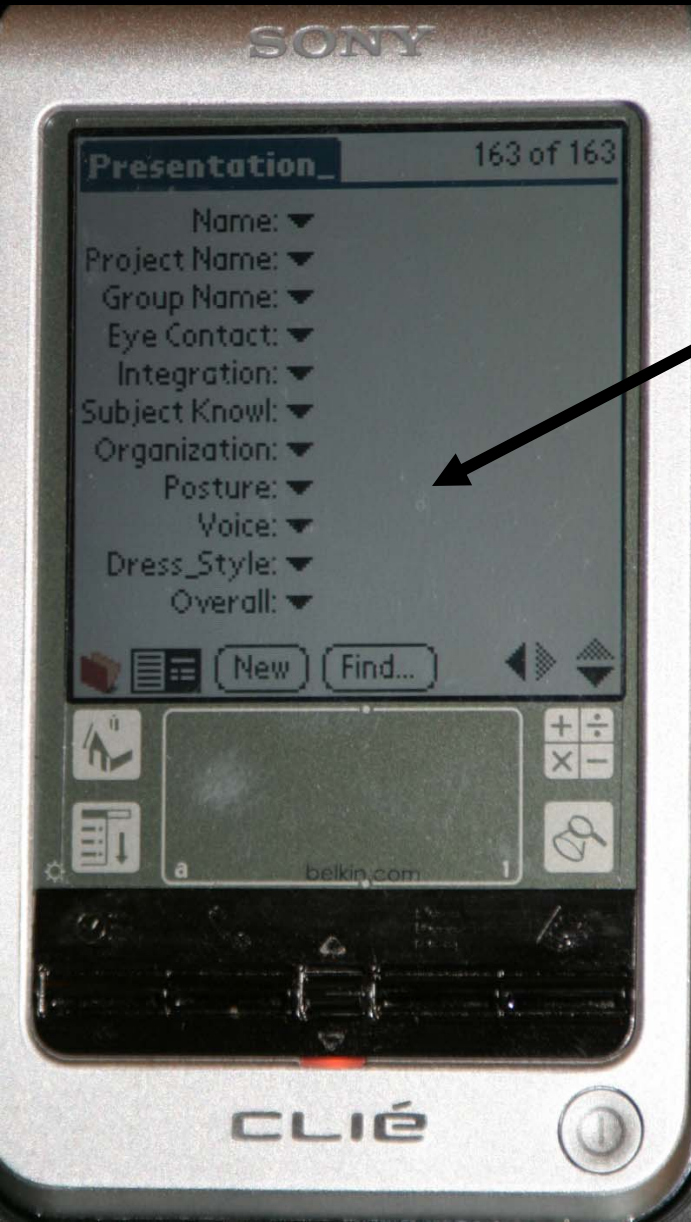


Bringing the power to score to the palm of your hand

Synch the database with your computer when convenient

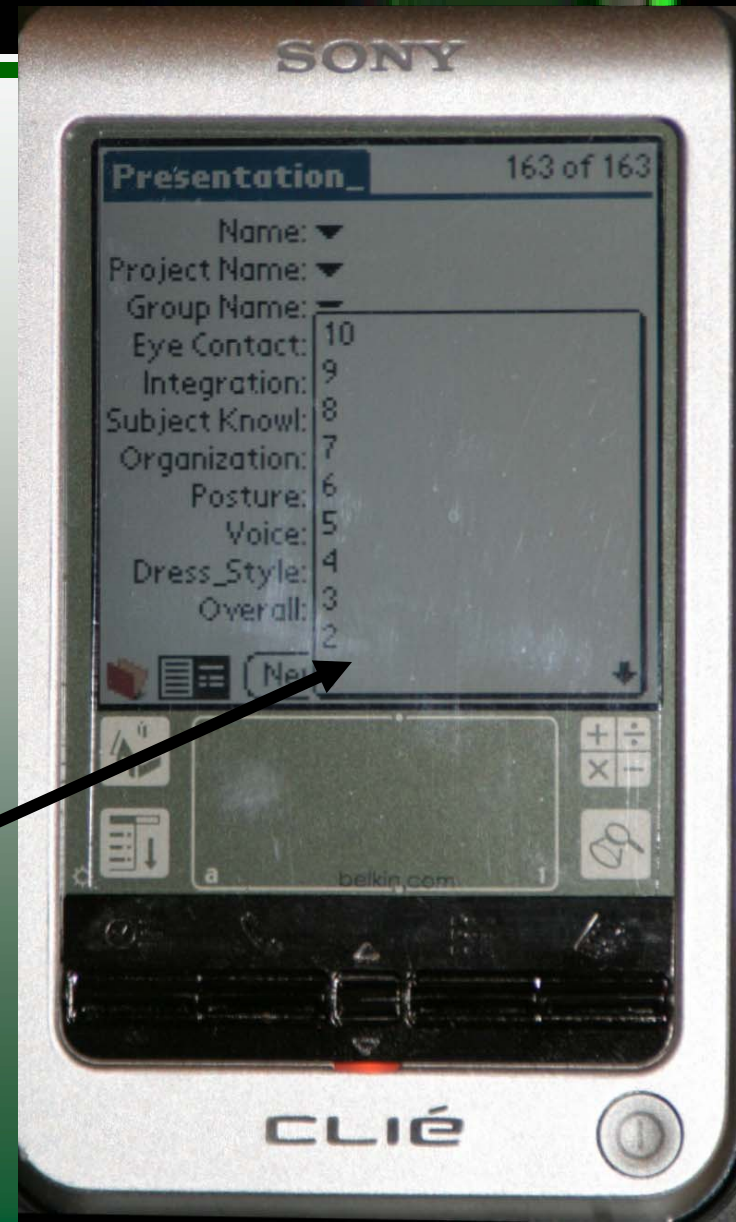


# FileMaker Mobile



Easy  
Data  
Entry

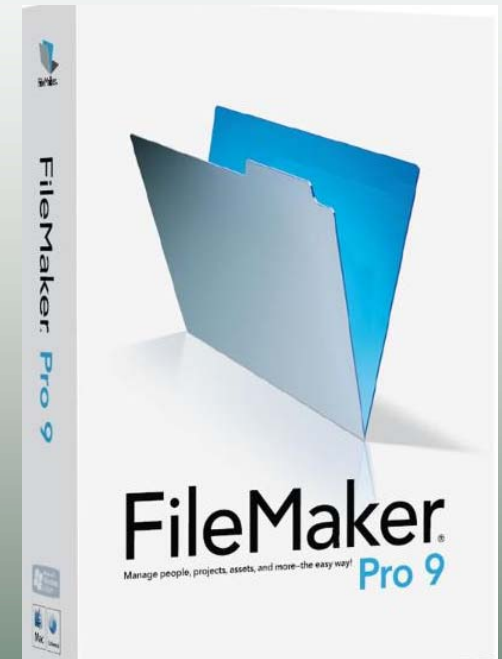
Drop  
down  
Score  
fields



# Project Re-Development



- Developed from an existing template that was modified
- Began with Student Info Card
- Added ISS Assignments module
- Added Grade Contract module
- Added Intervention Form
- Added Summary List to follow students who are not currently successful



# Scripts and Functions



- Standardized design and folder naming
- Setup a picture folder and named pictures with ID field
- This allowed for a script to be created to show student photos
- Created folders for each student
- Created a link to each student folder
- Student folders contain progress reports, grade rubrics, emails as Acrobat files

# T.R.A.C.S. Versions



- Version 2 is in development using Filemaker Pro
- Version 2 features an improved information layout
- Version 2 will be compiled to allow distribution to other teachers
- Version 2 will support student photos embedded in the database

# T.R.A.C.S. (Teacher Record of Accountable Contact Support)



- A database to hold all of the support for students in your courses
- Email and Responses
- Grade reports stored as pdf's in student folders
- Classroom observations
- Phone call notes
- Conference notes
- Colleague or Team Collaborations
- Discipline Referrals

# T.R.A.C.S. (Teacher Record of Accountable Contact Support)



- Preview of T.R.A.C.S. version 2
- Coming 2008-2009 School Year



# Paradigm Shift



- Hard to do as we are all creatures of habit
- Requires examining current processes and procedures
- Requires flexibility in looking for innovative solutions



Requires teachers to  
leave the comfort zone

# Future Modules



- Hall Passes
- Nurses Passes
- Discipline Reports
- Student Behavior Contract
- Web based Help Ticket Module
  - Clients (students or parents) will be able to complete a web form for assistance and I will be able to reply and capture both forms in the database



# Future Applications



- Project Plans database
- Lesson Plan database
- Connect the lesson plan database to my online MySQL website database



# Rubric Grading Database



- First project completed with Filemaker
- Gained experience to tackle the more complex TRACS system
- Incorporated some design elements into TRACS
- Share common student picture folder
- Share common student electronic folders

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