

# Reporting Requirements: Streamlining Initiatives

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# The Latest

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## Executive Order 2022-058



“PED shall conduct outreach to teachers and school administrators to determine best practices to streamline reporting and other administrative burdens.”

EXECUTIVE ORDER 2022-058

“By the start of the 2022-2023 academic year, PED shall identify and implement changes to reduce administrative burdens for teachers and school administrators by at least 25%.”

focusing on educating

**NOW, THEREFORE, I** Michelle Lujan Grisham, Governor of the State of New Mexico,



# The Myth of Statutory Requirements

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121 Reporting Requirements in the Public School Code

8 authorize reports but do not mandate them

5 require a report only if requested

16 are situational and not necessarily routinely required

Of 55 that designate the Legislature as  
a recipient, Legislative staff could  
confirm just 20 as available

35 unaccounted for

# The Myth of Statutory Requirements

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- What is in statute isn't necessarily what is in practice.
- While it could be valuable to clean up statute to reflect reality, it won't necessarily reduce the burden on schools and districts if the report is not being created.
- Repealing a reporting requirement in statute does not always translate into eliminating the reporting requirement.
- Eliminating burdensome reporting in statute is important but the impact could be limited. Statute is just one way reporting requirements are created.

# The Myth of Statutory Requirements

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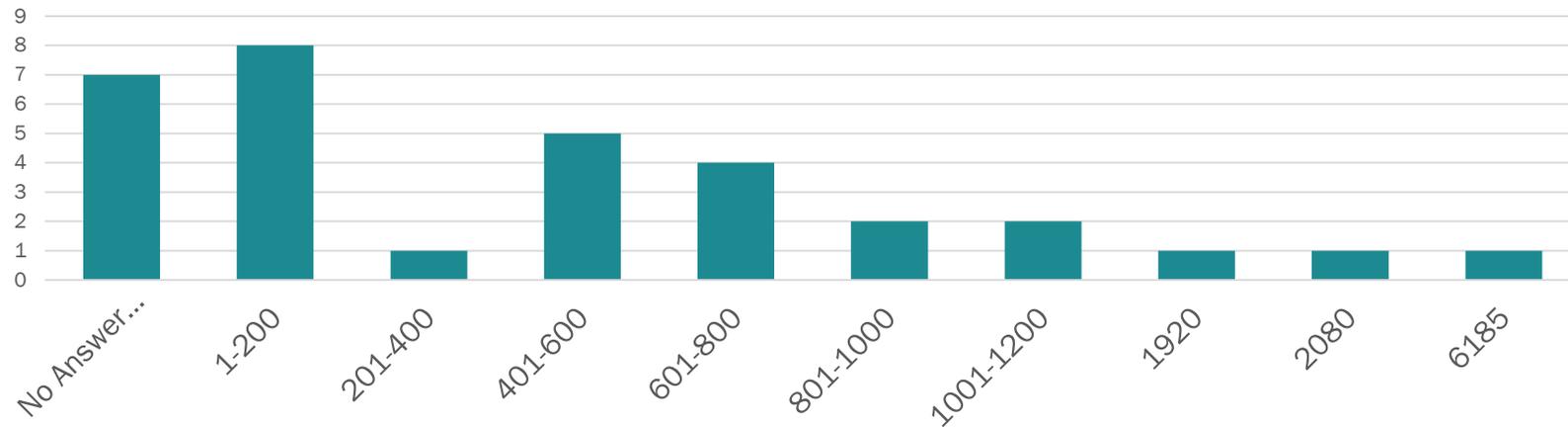
Reporting serves an important purpose but each requirement, if met, creates an administrative burden on the department, a school district or charter school, or a school site. The need for information or to ensure compliance must be balanced with the burden it creates.

As you propose additional reporting requirements, ask

- Does the report provide useful information to policymakers or the public?
- How much of an administrative burden does it create? How many staff would be involved?
- How often is the information in the report needed?

# Thousands of Hours

Annual Hours Spent on Reporting, Central Office  
32 Total Responses: 26 school districts, 4 charter schools



- Average was 560 with all numbers included. Average was 622 with highest and lowest numbers removed.
- Substantially less than the 2016 study.
- Results could be skewed by disproportionate number of small schools.

# Thousands of Hours

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2016 Estimate of  
Costs: \$357,000 per  
school on average.

“We minimize local reporting requirements as much as possible. We want our people to be able to focus their time and energy on moving our organization forward in what we exist to do.”

“We don’t know how lots of information is used. We don’t know why can’t find reports online. We would feel better about it if we knew why they need the information. Not knowing makes it hard for districts to prioritize their time. If we knew why, we could sell it to the staff and there’d be less resentment.”

# When Reporting Goes Awry

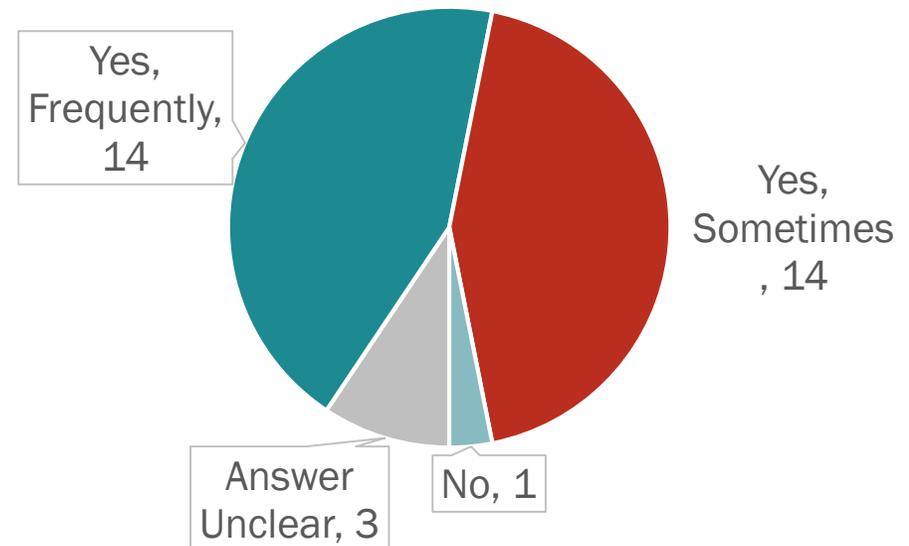
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## Lack of Coordination

- Asked for the same data from different divisions
- Asked for multiple reports at the same time or reports during busy times of the year

The need for a year-round calendar listing all required reports and reporting dates was mentioned seven times in responses to a question about the effectiveness of department communication and several additional times in responses to other questions.

Are You Asked to Submit Duplicate Information?



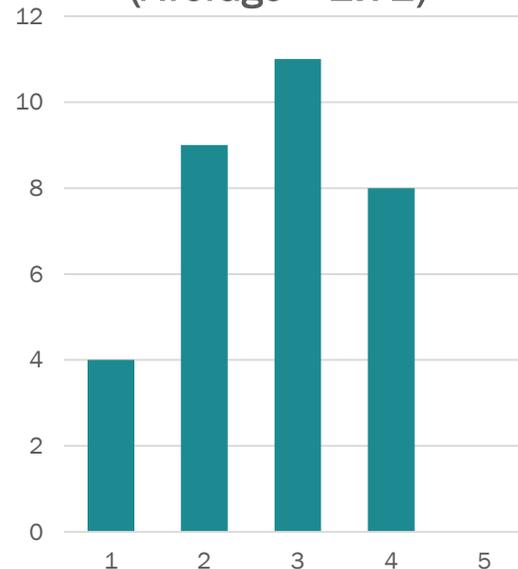
# When Reporting Goes Awry

## Mediocre Communication

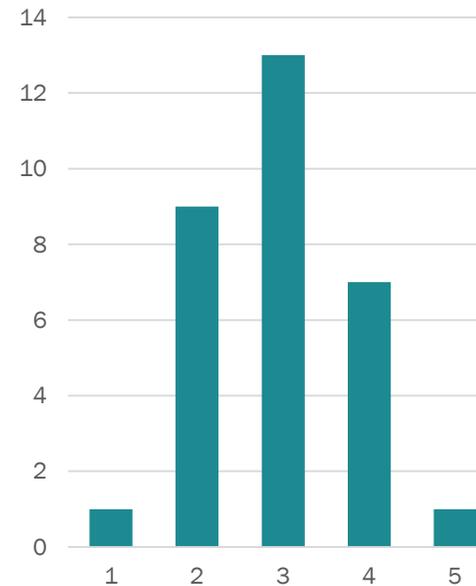
On a scale of 1 to 5

Respondents raised concerns about short turn-around times but also said communications are better. Several said turnover at the department leads to constantly changing report formats.

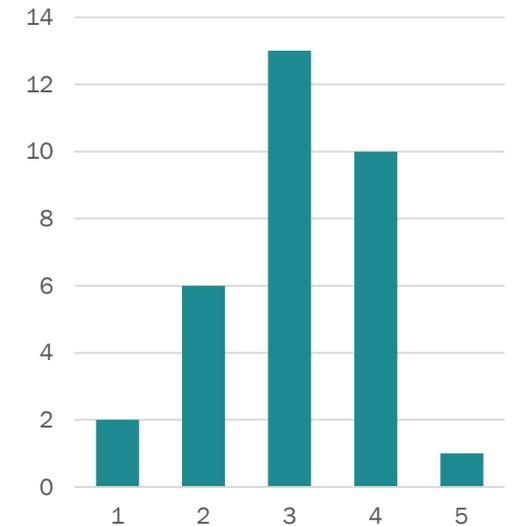
Timeliness of PED Requests for Information  
(Average = 2.72)



Clarity of PED Instructions  
(Average = 2.94)



Effectiveness of PED Communication  
(Average = 3.06)



# When Reporting Goes Awry

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data

# When Reporting Goes Awry

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## The System

- 27 online applications for reporting
- Duplicate data entry (again)
- The slow creation of a “governance council”
- A variety of local student information systems.
- Possible understaffing.
- Cumbersome data validation

# Considerations

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As the department develops its plan to reduce the reporting burden, it should consider:

- Developing a coordinated approach to data collection that includes consideration of due dates and distributing an annual calendar of reports and their due dates to local school agencies.
- Expanding its use of pre-populated forms.
- Providing greater flexibility on due dates so agencies can prioritize their reporting efforts;
- Assessing the frequency of specific reports with a goal of extending the timelines on those that are not needed as frequently as now required.
- Explicitly telling local education agency leaders why the department needs the data, how it will be used, and how they can access the resulting report.

# Considerations

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- Elevating the governing council in the department's organizational structure to reflect its importance and protect it from changes in administration and personnel.
- Incentivizing the adoption of a single school information system.

In addition, the committee might consider directing its staff to assess the impact of any reporting requirements in analysis of proposed legislation.