Williams Review
Elementary/Middle School Checklist
School Year 2018-2019

School Name: ________________________________________________________________________

District: __________________________________ District Contact: ___________________________
Phone: __________________________________ Email: ___________________________________

Site Contact Name: ____________________________________________________________________
Phone: __________________________________ Email: ________________________________ __

Certification of information by (Print): ______________________________________________________
________________________________________ Date: ____________________________________

Signature

CHECKLIST OF MATERIALS TO BE SENT TO COUNTY OFFICE OF EDUCATION

1. ☐ Completed Site Visit Protocol Planning Sheet (Site Principal)
2. ☐ School map with room numbers and grade level identified (Site Principal)
3. ☐ Completed Elementary Enrollment Information and Classroom Enrollment Information (C.2.4) form (Site Principal)
4. ☐ Daily time/bell schedule (Site Principal)
5. ☐ Completed RLA/ELD Instructional Survey Form (C.2.1 Site Principal)
6. ☐ Completed MATHEMATICS Instructional Survey Form (C.2.1 Site Principal)
7. ☐ Completed HISTORY/SOCIAL SCIENCE Instructional Survey Form (C.2.1 Site Principal)
8. ☐ Completed SCIENCE Instructional Survey Form (C.2.1 Site Principal)
9. ☐ SARC with Williams related items; IM’s/Text, Teachers, Facilities (Site Principal)
10. ☐ Facilities Inspection Tool (Site Principal)
11. ☐ Documentation of process for replacement of materials (Site Principal)
12. ☐ Copy of board resolution of sufficiency of approved instructional materials (District)
13. ☐ Statement confirming posting of Uniform Complaint notices (District)
14. ☐ Copy of board minutes that identify the approved/adopted instructional materials – if approved since last July (District)
15. ☐ Signed statement that approved/adopted materials were ordered, delivered and distributed to students Form C.2.2 (District & Site Principal)

Send or bring this checklist and the documents to Francisco Romo at the Merced County Office of Education, Bldg. J. The checklist should be the first item. School sites may also want to maintain a copy.