Williams Review
School Year 2018-2019
High School Checklist

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 identified and grade level identified (Site Principal)
3. □ Completed High School Enrollment Information and Course Enrollment Information (C.2.4) form (Site Principal)
4. □ Master schedule of all classes sorted by the core areas (English language arts, Math, Science, Social Science, Health- if applicable and Foreign Language -if applicable (Site Principal)
5. □ Daily time/bell schedule (Site Principal)
6. □ Completed ENGLISH LANGUAGE Arts Instructional Materials survey Form -C.2.1 (Site Principal)
7. □ Completed MATHEMATICS Instructional Materials Survey Form-C.2.1 (Site Principal)
8. □ Completed HISTORY/SOCIAL SCIENCE Instructional Materials Survey Form-C.2.1 (Site Principal)
9. □ Completed SCIENCE Instructional Materials Survey Form -C.2.1 & Science Lab Equipment Form- C.3 (Site Principal)
10. □ Completed HEALTH Instructional Materials Survey Form-C.2.1- if applicable (Site Principal)
11. □ Completed FOREIGN LANGUAGE Instructional Materials Survey Form-C.2.1- if applicable (Site Principal)
12. □ SARC with Williams related items-IM’s, Teachers, Facilities (Site Principal)
13. □ Facilities Inspection Tool (Site Principal)
14. □ Documentation of process for replacement of materials (Site Principal)
15. □ Copy of board minutes that identify the approved/adopted instructional materials – if approved since last July (District)
16. □ Copy of board resolution of sufficiency of approved instructional materials (District)
17. □ Statement confirming posting of Uniform Complaint notices (District)
18. □ 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.