



San Diego County Office of Education
Williams Settlement Review
2009-10 District/School *Williams* Checklist For Site Visits

School Name: _____ District: _____
District Liaison: _____
Name
Phone: _____ Email: _____

Checklist of Materials to be Returned Prior to *Williams* Visit by the District:

DISTRICT MATERIALS

- Collect all School Materials on right and submit along with District Materials to Charmaine Lawson, SDCOE, 321N, via truck mail
- Master List of Schools with schools estimated enrollment, principal name, phone number, and email address
- Master Calendar for the first 4 weeks of school
- District Map of schools and directions if you have them
- SARC's for all schools receiving visits
- District Adopted Text List by grade level
- Copy of Board minutes that identify the approved/adopted standards-aligned instructional materials
- Copy of Board Resolution of Sufficiency of approved instructional materials (by 8th week of school – not prior to visit)

SCHOOL MATERIALS – FOR EACH VISIT SCHOOL

- School map with total number of classroom written on map and room numbers and grade level identified (3 copies)
- Daily time/bell schedule with start, end times and modified schedules noted (transportation schedule works well)
- Elementary
 - o Enrollment and Classroom Information – List of teaching staff by grade level with enrollment (use form C.2.4 if needed)
- Middle and High School
 - o Master Schedule with course titles, room #'s and enrollment in each period. If possible, sort by department first then by period

Checklist of Materials Needed From School on the Day of the *Williams* Visit:

(One copy of each unless otherwise indicated)

ALL SCHOOLS

- A place for SDCOE team to meet prior to and after the visit
- People to accompany Team and Facility Rep on visit
- Site Completed Facilities Inspection Tool (FIT) – 100% of classrooms and all common areas by facilities personnel
- Most current total enrollment numbers
- Total number of classrooms (may be written on map)
- Signed Verification of Current Inventory and Uniform Complaint Procedures (Form C.2.2)
- Signed Verification of Teacher Vacancies (Form T.1)
- Documentation for replacement of materials if shortage and when materials expected, so follow up visit can be scheduled

ELEMENTARY SCHOOL

- Current Enrollment and Classroom Information – List of teaching staff by grade level with enrollment (use Form C.2.4 if needed)
- Instructional Materials Surveys (Form C.2.1 or district generated)
 - o English/Language Arts/ELD (Possible New Adoption)
 - o Mathematics (Possible New Adoption 2009)
 - o History/Social Science
 - o Science (New Adoption 2008)

MIDDLE AND HIGH SCHOOL

- Five copies of Most Current Master Schedule with course titles, room #'s and enrollment in each period. If possible, sort by department first, then by period
- Five copies of Bell Schedule; if rotating block, indicate A/B or odd/even
- Five copies of School Map with room numbers identified
- Middle School or High School Enrollment Form (C.2.4)
- Middle School or High School Instructional Materials Survey and Course Information (Form C.2.1 or district generated)
 - o English/Language Arts/ELD
 - o Mathematics
 - o History/Social Science
 - o Science
 - o Foreign Language
 - o Health
 - o High School Only, 9-12 Science Lab Equipment Worksheet (Form C.3 or district generated)
- High School Only, office location of *Valenzuela*/CAHSEE Student Eligibility Notice (Please note that all classrooms must also have the correct UCP Notices posted – 4 points with added CAHSEE component)