

**WILLIAMS REVIEW
SCHOOL/DISTRICT CHECKLIST**

School Name: _____	District: _____
District Liaison: _____	
Name	
Phone: _____	Email: _____
Site Liaison: _____	
Name	
Phone: _____	Email: _____
Certification of information by: _____	
Name (Please Print)	
_____	_____
Signature	Date

Checklist of Materials To Be Returned

ALL SCHOOLS

- | | |
|---|---|
| <input type="checkbox"/> Statement confirming posting of uniform complaint
<input type="checkbox"/> Master calendar for the next 60 days
<input type="checkbox"/> Latest SARC
<input type="checkbox"/> School map with room numbers identified and grade Level
<input type="checkbox"/> Daily time/bell schedule
<input type="checkbox"/> Copy of Board Resolution of sufficiency of approved instructional materials (one copy is sufficient) | <input type="checkbox"/> Copy of Board minutes that identify the approved/adopted instructional materials.
<input type="checkbox"/> Receipts, packing slips, or other purchasing/receiving information related to instructional materials.
<input type="checkbox"/> Site inventory/distribution list of instructional materials
<input type="checkbox"/> Documentation for replacement of instructional materials
<input type="checkbox"/> Most current enrollment figures: By school and grade level
<input type="checkbox"/> Completed IEI for each site |
|---|---|

ELEMENTARY SCHOOL

- Elementary enrollment (by room) & classroom info.
- RLA/ELD Instructional Materials Survey
- Mathematics Instructional Materials Survey
- History/Social Science Instructional Materials Survey
- Science Instructional Materials Survey

MIDDLE SCHOOL

- Master Schedule of all classes
- Middle School Enrollment Form
- Middle School Instructional Materials & Course Information
 - English/Language Arts
 - Mathematics
 - History/Social Science Worksheet
 - Foreign Language
 - Health

And/Or

- RLA/ELD Worksheet
- Mathematics Worksheet
- History/Social Science Worksheet
- Science Worksheet
- Health Course Worksheet
- Foreign Language Worksheet

HIGH SCHOOL

- Master Schedule with room #'s and enrollment in each period of targeted courses
- High School Enrollment Form
- High School Instructional Materials Survey & Course Information**
 - English/Language Arts
 - Mathematics
 - History/Social Science
 - Foreign Language
 - Health
 - Science
 - 9-12 Science Lab Equipment Worksheet

CHECKLIST OF MATERIALS DAY OF THE VISIT

- Attendance for each classroom and number of absences in each classroom
- Log sheets for fire drills, earthquake drills, and intruder drills
- School map indicating student exit routes for emergency drills