



Rvsd August 2019

Williams Settlement Legislation

School and District Information and Documentation

Checklist

School Name:

District:

Prior to School Site Visit: *[Principal to provide prior to or during site visit]*

Prior to Visit	<input type="checkbox"/> School map showing classroom locations, numbers, grade levels, and teacher names	D I S
	<input type="checkbox"/> Daily time/bell schedule	
May be Provided During Visit	<input type="checkbox"/> School Accountability Report Card (SARC), most recent, from previous year	T R I C T
	<input type="checkbox"/> Current enrollment figures by school, grade level, and classroom [<i>Form #1 -Elementary, Middle or High School</i>]	
	<input type="checkbox"/> “Verification of Current Inventory” of instructional materials, signed by Principal and Superintendent [<i>Form #2</i>]	
	<input type="checkbox"/> Statement confirming posting of Uniform Complaint Procedure [<i>Form #3</i>]	
	<input type="checkbox"/> List of approved/adopted texts for all students signed by principal and superintendent [<i>Form C.2.1 Elementary, Middle or High School for each subject by course</i>]	
<input type="checkbox"/> <u>If needed</u> Certification of Replacement Materials, signed by Principal and Superintendent [<i>Form #4</i>]		

During or Following School Site Visit:

<input type="checkbox"/> Completed “Facility Inspection Tool” form of school facility conditions [<i>Form #5</i>] <i>(District and BCOE M&O managers complete during school visit)</i>	V I S I T
<input type="checkbox"/> Completed “Site Visitation Certification” [<i>see Form #6</i>] <i>(District and BCOE complete during school visit)</i>	
<input type="checkbox"/> Board Resolution of sufficiency of approved instructional materials, within first 8 weeks of school year	
<input type="checkbox"/> Board minutes confirming approved/adopted instructional materials <i>(Send both to Jeanette Spencer. jspencer@bcoe.org)</i>	
<input type="checkbox"/> Completed “Visitation Worksheet/Report” [<i>Form #7 for Elementary, Middle or High School</i>] <i>(Completed by BCOE during visit)</i>	B C O E
<input type="checkbox"/> School Accountability Report Card (SARC), most recent, from previous year [<i>Form #8</i>] <i>(Completed by BCOE during review of SARC)</i>	
<input type="checkbox"/> School Site Visit follow-up correspondence regarding visitation results <i>(BCOE reports are provided to Districts, Sites, and Board of Supervisors)</i>	