

**DISTRICT LIAISON**  
**DOCUMENT OUTLINE AND CHECKLIST**

**1. TEACHER ASSIGNMENT & MONITORING REVIEW MAY/JUNE -samples only**

**2. SCHOOL ACCOUNTABILITY REPORT CARD- Post SARC 2021-22 by February 2023**

- SARC Verification Tool

**3. BOARD MINUTES-Approval**

- Williams Settlement Legislation IM FAQs
- Copy of Board Minutes** that identify the Approved/Adopted Standards Aligned Instructional Materials  
**\* ONE PER DISTRICT**

**4. BOARD RESOLUTION of Sufficiency of Instructional Material**

- Copy of Board Minutes Approving Resolution** (Sufficiency Hearing and Board Resolution must occur within the first eight weeks of school)
- Resolution of Sufficiency of Instructional Material**
- Suggested Resolution on Sufficiency of Instructional Material  
**\*ONE PER DISTRICT**