

WILLIAMS DOCUMENTS CHECKLIST

1. GENERAL INFORMATION - **Items in red to be returned to bsoto@scoe.org by: August 5, 2022**

2. CHECKLIST: Statement Signed and Returned

3. SCHOOL INFORMATION

- Current Map with Room Numbers and Grade Levels
- Daily Time/Bell Schedule - Elementary
- MASTER SCHEDULE – Middle and HS Only (indicate which days are block schedule days and which periods meet on which days)

4. REPLACEMENT OF MATERIALS

- Description of Process for Replacing Student Materials Signed and Returned
- Statement Signed and Dated

5. INSTRUCTIONAL MATERIALS DOCUMENTS

Validation Templates & Worksheets Completed for Site Level

- Verification of Current Inventory C.2.2 Signed and Returned
- Elementary School – Complete and Return: Survey, C.2.1, C.2.4
- Middle School - Complete and Return: Survey, C.2.1, C.2.4
- High School - Complete and Return: Survey, C.2.1, C.2.4

6. FACILITY INSPECTION TOOL (FIT)

- To be completed by School Designee prior to inspection.
- Please provide name of Maintenance Director
Sample Evaluation to be completed by SCOE during inspection

7. UNIFORM COMPLAINT **(Per Ed. Code 35186 this section does not apply to charter schools)**

- UCP Posting Confirmation Signed and Returned
- Copy of Uniform Complaint Procedure Posted in Classrooms
- CSBA Sample Administrative Regulation
CSBA Sample Complaint Form

Signature _____

Date: _____