WILLIAMS DOCUMENTS CHECKLIST

1. GENERAL INFORMATION
- Items in red to be returned to eselim@scoe.org by: August 16, 2023

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

Signature_______________________________ Date: ____________________