

Checklist for Williams Review Materials ~ SEASON 2017-18 Elementary School

Date: _____, 2017	
School Name: _____	District: _____
Street Address: _____	City, State, Zip: _____
School Principal: _____	Phone: _____

Please use this list as a guide to be sure you are submitting the required documentation for the 2017-18 Williams Visits.

FORMS TO BE COMPLETED:

School Information

- Protocol Planning Form
- Elementary School Enrollment Form **(C.2.4)**
- Facilities Inspection Tool **(F.I.T.)**
~ electronic template to be completed by
District Facilities Department

Instructional Materials

- Elementary School Instructional Materials Survey **(C.2.1)**
- Instructional Materials Verification Sheet
~ signed by School Principal once documents have
been reviewed and completed

REQUIRED DOCUMENTS TO BE PROVIDED:

- Bell Schedule
- School Map with
 - room numbers
 - grade level
 - number of students enrolled in each room

Please RETURN this checklist and requested documents to:

Danielle Low – Williams Settlement Admin.
Contra Costa County Office of Education
77 Santa Barbara Road
Pleasant Hill, CA 94523

Phone: 925-942-3356 ~ FAX 925-942-3480
Email: d@cccocoe.k12.ca.us

To be completed by CCCOE Williams Project Office

Date	Documents Received / Comments	Initials

Other: