

## Checklist for Williams Review Materials ~ SEASON 2017-18 High 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
- Facilities Inspection Tool (**F.I.T.**)  
~ electronic template to be completed by  
District Facilities Department

#### Instructional Materials

- High School Enrollment Form (**C.2.4**) and High School Instructional Materials Survey (**C.2.1**) (combined into one form, Excel spreadsheet)
- 9-12 Science Lab Equipment Worksheet (**C.3**) (Excel spreadsheet)
- Instructional Materials Verification Sheet  
~ signed by School Principal once documents have been reviewed and completed

### REQUIRED DOCUMENTS TO BE PROVIDED:

- School Master Schedule with the ability to sort by **COURSE & PERIOD**  
*provided electronically via e-mail (Excel format preferred)*  
\*All Master Schedules **MUST** include room numbers & number of students enrolled in each class. **Please indicate core subject.\***
- Bell Schedule
- School Map with Room Numbers

**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: [dlow@cccoe.k12.ca.us](mailto:dlow@cccoe.k12.ca.us)

*To be completed by CCCOE Williams Project Office*

Date	Documents Received / Comments	Initials

Other: