

Checklist for Williams Review Materials ~ SEASON 2017-18 Middle 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

- Middle School Enrollment Form (**C.2.4**) and Middle School Instructional Materials Survey (**C.2.1**) (combined into one form, 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@cccocoe.k12.ca.us

To be completed by CCCOE Williams Project Office

Date	Documents Received / Comments	Initials

Other: