



# SAN DIEGO UNIFIED SCHOOL DISTRICT

Williams Settlement Review

[\(Williams Website\)](#)

## Williams Visit Checklist



### Instructional Resources and Materials Department

Jeff Baumann, Williams Coordinator

(858) 496-8461

School Name: \_\_\_\_\_

Principal: \_\_\_\_\_

**DAY OF** Williams visit, sites are to provide:

#### **ALL Schools:**

- Site principal to be present for visit
- A place for the SDCOE team to meet during the visit
- Staff available with keys to accompany the team if needed for Facilities Inspection.
- Facility Department contact name and phone number
- One copy of most recent district-performed Facilities Inspection Tool (FIT) – 100% of classrooms and all common areas.
- One copy of School Map with room numbers and total number of classrooms. (may be written on map)
- Post current Uniform Complaint Procedures in all classrooms (Classroom Notices Only)
- Have Uniform Complaint Form available in front office
- Documentation for replacement of materials if shortage and when materials are expected, so a follow-up visit can be scheduled

#### **Elementary Schools:**

- One copy of Current Enrollment and Classroom Information (day of visit) master schedule listing teaching staff by grade level with enrollment and room #'s (Powerschool generated)
- Identify how books will be available for team (stacked on desks, stacked on bookcases, etc.)
- One copy of the Instructional Materials Sufficiency Survey (district generated – English/Language Arts, English Language Development (ELD), Mathematics, History/Social Science, Science
- If applicable**
  - Bi-Literacy Instructional Materials Sufficiency Survey (in place of Instructional Materials Survey listed above.)
  - One copy of the Bi-Literacy Classroom Survey-to identify the language of the Core instructional materials being used in a particular classroom. Also-Post the Bi-Literacy Classroom Survey in each dual language classroom.

#### **Middle and High Schools:**

- Four-Five copies of current (day of visit) master schedule. **NOTE:** The Instructional Resources & Matls Department will email a modified copy of your master schedule listing enrollments for your core subject-area courses only to the County Williams Team and the principal on the day of your visit. You will need to print four copies of the emailed document for the Williams team.
- One copy of Enrollment Summary by Grade Level for the day of visit. (Powerschool generated)
- Five copies of school map with room numbers identified
- Five copies of Bell Schedule. If rotating block schedule, indicate A/B or Odd/Even
- One copy of Middle or High School Instructional Materials Survey for courses with enrollment in ELA, ELD, Math, History/ Social Science, Science, Foreign Language, Health, & Special Education
- High School Only: [Science Lab Equipment Worksheet](#) (SDCOE generated/ one copy per course and classroom)

**Must be complete, signed, and ready for the SDCOE team**