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## DISTRICT/SCHOOL DOCUMENT CHECKLIST

1.  **PROTOCOL PLANNING FORM: Elementary, Middle and High School**  
Visitation protocol providing information regarding parking and other school procedures for the visit.
  
- 2a.  **INSTRUCTIONAL MATERIALS SURVEY: Elementary School and Self-Contained Classes**  
An instructional materials survey of the district approved textbooks and/or instructional materials that were purchased for all students to use in the four core subject areas: English/language arts, mathematics, history/social science, and science. (Do not include teacher editions or resource components that are not intended for all students in a class/course).
- 2b.  **INSTRUCTIONAL MATERIALS SURVEY: Middle and High School**  
An instructional materials survey of the district approved textbooks and/or instructional materials that were purchased for all students to use in the four core subject areas: English/language arts, mathematics, history/social science, and science. Also include textbooks and materials in the subject areas of foreign language and health education (Do not include teacher editions or resource components that are not intended for all students in a class/course).
  
3.  **SCIENCE LAB EQUIPMENT SURVEY: Grades 9-12 Only**  
School list of the specific science equipment available for each designated 9-12 course for students to use in the science laboratory classroom. (A sample science lab equipment survey is available).
  
4.  **MASTER SCHEDULE: STAFF/CLASSIFICATION LIST WITH ROOM ASSIGNMENTS: Elementary, Middle, and High School**  
For elementary schools, provide a master schedule sorted by room numbers, grade levels and classes for the four core areas. For middle and high schools, provide a master schedule which shows room numbers, periods, course titles for English/language arts, mathematics, history/social science, and science, foreign language, health courses, and 9-12 science laboratory courses. Middle school and high school master schedules should be sorted by department and teacher and should include period, room number and course.
  
5.  **BELL SCHEDULE: Elementary, Middle and High School**  
Bell schedule indicating instructional class/periods. If the school is on a block or other alternative schedule, provide information about that schedule.
  
6.  **SCHOOL MAP: Elementary, Middle and High School**  
School map with room numbers clearly identified.
  
7.  **SARC URL/Link or Copy : Elementary, Middle and High School**
  
8.  **DISTRICT BOARD RESOLUTION OF SUFFICIENCY: Adopted at the 8 week Public Hearing**  
Copy of Board Resolution of Sufficiency of approved instructional materials pursuant to Ed Code Section 60119.

Submit each of the documents to:

Williams Legislation – Instructional Materials  
LACOE, c/o Yolanda Benitez  
9300 Imperial Highway, EC 279, Downey, CA 90242  
FAX: (562) 803-8325; Tel: (562) 803-8382  
E-Mail: [williamsim@lcoe.edu](mailto:williamsim@lcoe.edu)  
Website <http://Williams.lcoe.edu>



**Los Angeles County  
Office of Education**

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