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# WILLIAMS Legislation

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## **Teacher Questionnaire Administration Instructions for Principals**

The Williams Legislation Teacher Questionnaire (TQ) must be completed by elementary classroom teachers. It must also be completed by every middle school and high school teacher who teaches at least one course/period in any of the following subject areas: English/language arts, mathematics, science, history/social science, foreign language, and health education.

Master copies of the TQ, including directions for completing the TQ, have been emailed/sent to you. Each school site will need to copy the TQ, including directions, for each teacher who must complete the TQ. The TQ and directions pages may be printed back-to-back.

Please determine the best distribution and collection process to use at your school site. Completed TQ are to be collected, packaged with the attached cover sheet completed by the principal, and returned either to LACOE Williams Instructional Materials Unit, or to the district office, as directed by the district administrator for Williams Legislation. All TQs must be returned to the Los Angeles County Office of Education within 3 weeks of the school student start date to comply with Williams legislation mandates.

Before packing and returning the forms, please review the TQ forms to assure that they been collected from all designated teachers, and that the forms are completed properly. If any TQs indicate insufficiencies, please try to remediate the situation and have the teachers indicate corrections on their forms before returning the forms to LACOE by the deadline.

Questions regarding the Teacher Questionnaire may be directed to (562) 803-8382.

Thank you for your collaboration in complying with the mandates of the Williams Legislation!

FORM NO. 601-118 (MS WORD)



**Los Angeles County  
Office of Education**

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