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| High School Instructional Materials Survey and Course Section InformationTo Be Completed by the School/LEA C.2.1 AND C.2.4 |
| **Course/Course #** | **Listing of Instructional Materials/Publisher/Edition purchased for all students enrolled** | **Total Materials Purchased** | **Total Students Enrolled** | **# of Sections** | **++Periods, room numbers, with # of students enrolled – and special designations\*** |
| **English / Language Arts** |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Mathematics** |  |  |  |  |  |
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| **History / Social Science and Science** |  |  |  |  |  |
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| **Foreign Language** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Health** |  |  |  |  |  |
|  |  |  |  |  |  |
|  **++ May utilize the Master schedule** **to give this information** |
| EXAMPLE for English Language Arts Instructional Materials Survey\* **BI = Bilingual; RS= Resource: SD= Special Day; OSE=Other Special Education; Advanced Placement=AP**High School Instructional Materials Survey and Course Section Information |
| **Course**  | **Listing of Instructional Materials /** **Publisher /** **Edition purchased for all students enrolled** | **Total** **Materials** **Purchased** | **Total** **Students** **Enrolled** | **# of Sections** | **++Periods, room numbers, with # of** **students enrolled – and special designations\***  |
| **English / LA** |  |  |  |  |  |
| English IReading\* | McDougal Littell, Language of Literature, Grade 9, 2002 SRA REACH, 2002Corrective Reading – Level C Comprehension ( Student Book) Comprehension Workbook Decoding – Student Book Decoding Workbook Spelling Workbook | 2253030303030 | 20020 | 61 | Period 1 RmD-8 – 30 studentsPeriod 2 Rm D6 – 24 StudentsPeriod 3 Rm D-6 15 Students \* (RS) Period 4 Rm D-7 30 studentsPeriods 1/2 Rm D-4 20 students \* |
| English II | McDougal Littell, Language of Literature, Grade 10, 2002 | 225 | 200 | 7 | List as above |
| English III | McDougal Littell, Language of Literature, Grade 11, 2002And Novels…..Catcher in the Rye, SalingerCrucible, MillerThe Great Gatsby, Fitzgerald | 22590 – 3 class sets of eachnovel | 200 | 7 |  |
| **English IV** |  |  |  |  |  |
| **Other English Language Arts Courses**  | AP English HighPoint |  |  |  |  |

 **++ May utilize the Master schedule to give this information**

\* **BI = Bilingual; RS= Resource: SD= Special Day; OSE=Other Special Education; Advanced Placement=AP;**

Secondary Visitation Worksheet

**(For county offices to document classroom visitations.)**

The secondary visitations are centered around courses rather than classrooms. COE teams will visit 20% of all the possible sections of courses in each required Williams subject area. With this method not all of the courses offered in a required Williams subject area would necessarily be visited, but all required subject areas will be visited.

**Example of Constructing a Secondary Visitation Schedule**: Using English Language Arts as an example - a school has 10 sections of English 1,2,3 and 4 respectively (40), 4 sections of intensive reading (in lieu of core), 1 section Special Day English and 12 sections of other English sections for which English credit is given. The COE team would need to visit 20% of all these English courses (57 sections of English x 20% = 11 classrooms). With this method not all English courses offered would necessarily be visited. Use this same method to determine the number of mathematics, science and history/social science classrooms that also need to be visited.

**From the information given in the Instructional Materials Survey, the Course Section Information and the Master Schedule (periods/room numbers/enrollment), COE teams can build the visitation list with randomly selected courses.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List randomly selected courses****to be visited, including special designations** | **Instructional Materials****For all students** | **Room #** | **Periods with Number of Students in each period**  | **Sufficient Materials****To Use and To Take Home****( write in student/book numbers)** **YES NO YES NO** | **Comments** |
| **English 1** | McDougal Littell, Language of Literature, Grade 9, 2002  | **D-8** | **Period 1 (30)** |  |  |
| **Reading****( in lieu of core)**  | **SRA REACH** | **D-4** | **Periods 1/2 (20)** |  |  |
| **English 11** | McDougal Littell, Language of Literature, Grade 10, 2002 | **F-2** | **Period 2 (32)** |  |  |
| **English III**  | McDougal Littell, Language of Literature, Grade 10, 2002And novels: Catcher in the Rye, Salinger- Crucible, Miller- The Great Gatsby, Fitzgerald | **F-3** | **Period 3** |  |  |
| **Pre Algebra** | **Prentice Hall Pre-algebra** | **B-1** | **Period 1 (25)** |  |  |
| **Algebra** | **Prentice Hall Algebra** | **B-2** | **Period 2 (30)** |  |  |
| **Biology** **( Lab Science)**  | **Prentice Hall Biology, 2000****Lab workbook**  | **B-1** | **Period 3 (28)** |  |  |
| **Chemistry** |  |  |  |  |  |
| **Earth Science** |  |  |  |  |  |

**Templates for county offices to build random list for classroom visitation.**

**Target is to visit 20% of the course sections in each core subject area.**

**For English Language Arts including courses in lieu of core**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List Randomly selected ELA courses****to be visited.** | **Instructional Materials**  | **Room#** | **Periods with Number of Students in each period**  | **Sufficient Materials****To Use and** **To Take Home****YES NO YES NO** | **Comments** |
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**For Mathematics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Math courses****to be visited.** | **Instructional Materials**  | **Room#** | **Periods with Number of Students in each period**  | **Sufficient Materials****To Use and** **To Take Home****YES NO YES NO** | **Comments** |
|  |  |  |  |  |  |
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**For History/Social Science**

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| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Math courses****to be visited.** | **Instructional Materials**  | **Room#** | **Periods with Number of Students in each period**  | **Sufficient Materials****To Use and** **To Take Home****YES NO YES NO** | **Comments** |
|  |  |  |  |  |  |
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**For Science (including science laboratory classrooms)**

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| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Science courses****to be visited.** | **Instructional Materials**  | **Room#** | **Periods with Number of Students in each period**  | **Sufficient Materials****To Use and** **To Take Home****YES NO YES NO** | **Comments** |
|  |  |  |  |  |  |
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**For Foreign Language and Health courses**

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| --- | --- | --- | --- | --- | --- |
| **List Randomly selected Foreign Language and Health courses****to be visited.** | **Instructional Materials**  | **Room#** | **Periods with Number of Students in each period**  | **Sufficient Materials****To Use and** **To Take Home****YES NO YES NO** | **Comments** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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 High School Enrollment Form C.2.4

(to be completed by the school/district)

# School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Title of Person Completing Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | **Current****Enrollment** |
| **Total School** |  |
| **Ninth** |  |
| **Tenth** |  |
| **Eleventh** |  |
| **Twelfth** |  |

**INSTRUCTIONAL MATERIALS SURVEY C.3**

**HIGH SCHOOL LEVEL**

**9-12 SCIENCE LAB EQUIPMENT WORKSHEET**

## DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHOOL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete for each 9-12 science course which is locally designated as a laboratory science course.

|  |  |
| --- | --- |
| **List Courses Locally Designated as Science Laboratory Courses (include # of sections and room numbers where equipment is available for student use.)** | Science 9-12 Laboratory Equipment |
| **List equipment available for all enrolled students in each course and the amount of equipment available for student use.**  | List periods offered in each classroom  | Typical class size |
|  |  |  |  |
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Example

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| --- | --- |
| **List Courses Locally Designated as Science Laboratory Courses (include # of sections and room numbers where equipment is used)** | Science 9-12 Laboratory Equipment |
| **List equipment available for all enrolled students in each course and the amount of equipment available for student use.**  | List periods offered in each classroom  | Typical class size |
| Biology – 8 sections in rooms B3 and B4 | Microscopes (12)Thermometers (12)Scales (12)Sink and running water? ( 8 stations) | B3 – Periods 1,2,3,4B4 – Periods 1, 4,5,6 | 28 |
| Chemistry IA - 4 sections in rooms B4 and B7 | Graduated Cylinders (14)-- | B4 – Periods 5,6 and B7 – Periods 1,2 | 26 |
| Comments: Students work in lab groupings of 3-4 |