**[Suggested “5-Day” Letter Notifying School Districts of**

**Instructional Materials Deficiency, Educ. Code § 1240(i)(4)(B)]**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Superintendent and Site Principal):

California Education Code Section 1240 requires county superintendents to visit *Williams*-monitored schools (i.e., current eligibility based on Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI) status; and/or having fifteen percent or more of the school’s teachers that do not possess a valid and clear or preliminary teaching credential) to determine if there are sufficient standards-aligned instructional materials in specified areas. Sufficient textbooks or instructional materials means that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home. This paragraph does not require two sets of textbooks or instructional materials for each pupil. The materials may be in a digital format as long as each pupil, at a minimum, has and can access the same materials in the class and to take home, as all other pupils in the same class or course in the school district and has the ability to use and access them at home.

On \_\_\_\_\_\_\_\_\_\_\_\_\_ (date), a team from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Office visited\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School. As specified by law, we are required to notify the school within five (5) days of the visit of findings related to an insufficiency of instructional materials in the four core areas (English Language Arts, including the English Language Development component of an adopted program, Mathematics, Science and History-Social Science). The law requires that the school district must remedy the insufficiency by the end of the second month of the school term. If the insufficiency is not remedied by the end of this time period, the county superintendent is required to request that the California Department of Education (CDE) purchase the textbooks or instructional materials on behalf of the school district.

If the CDE purchases textbooks or instructional materials for the school district, the CDE shall issue a public statement at the first regularly scheduled meeting of the state board occurring immediately after the CDE receives the request of the county superintendent and that meets the applicable public notice requirements, indicating that the district superintendent and the governing board of the school district failed to provide pupils with sufficient textbooks or instructional materials as required by this subdivision. Before purchasing the textbooks or instructional materials, the CDE shall consult with the school district to determine which textbooks or instructional materials to purchase. The amount of funds necessary for the purchase of the textbooks and materials is a loan to the school district receiving the textbooks or instructional materials. Unless the school district repays the amount owed based upon an agreed-upon repayment schedule with the State Superintendent of Public Instruction (SPI), the SPI shall notify the Controller and the Controller shall deduct an amount equal to the total amount used to purchase the textbooks and materials from the next principal apportionment of the school district or from another apportionment of state funds.

***Description of Insufficiency in Instructional Materials***

(List specific deficiencies by grade level and subject matter)

***Remedy Needed***:

(Describe specific materials to be purchased by grade level and subject matter and documentation needed by the COE Superintendent as proof that the situation is being remedied.)

If you have questions or need additional information, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (provide county office staff contact information)

Sincerely,

County Superintendent of Schools