**Annual Report Template for Four Required Areas and Optional Reporting of Uniform Complaints Data and Related Audit Findings**

November <Date>

Letter addressed to:

* President of School Board and Members of the District Board of Trustees of the Monitored Schools
* President and Members of the County Board of Education
* President and Members of the County Board of Supervisors

Dear <Insert Appropriate Names>:

California *Education Code* Section 1240 requires that I visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide, for submission to your governing board at a regularly scheduled November meeting, the annual report for fiscal year <2022-2023> as required by *Education Code* section 1240(c)(2)(A)(i) pursuant to the Williams Settlement. This report presents the results of my visits and reviews at <school(s) name(s)>.

The purpose of my visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science (including science laboratory equipment in grades 9-12)) and, as appropriate, in world languages and health;

2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and

3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies;

1. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure; and[[1]](#footnote-0)

3. Review audit exceptions under expanded authority in the areas of use of instructional materials program funds, teacher misassignments, and information reported on the school accountability report card and determine whether the exceptions are either corrected or an acceptable plan of correction has been developed.

While the Uniform Complaint data and audit findings are not mandated to be a part of this report to you, they are being included so that you and the citizens of our community will have a complete understanding of the environment in which <Name of School(s)> <is/are> functioning.

Before proceeding with the report, let me define some basic terms:

* “Sufficient textbooks or instructional materials” means each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.
* A school facility condition that poses an “emergency or urgent threat” is a “condition that poses a threat to the health or safety of pupils or staff while at school.” [Note: this definition and quote is drawn from EC 17592.72(c)(1) because it is incorporated by reference in EC 1240(c)(2)(E)(ii).]
* “Good repair” means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

My findings were as follows:

*(Note: For multiple schools, attach a detailed list by school – see suggested template for reporting annual activity. For single schools, the same suggested content can be included in the body of the letter as shown below.)*

**Instructional Materials:**

**School Facilities:**

**School Accountability Report Card:**

**Teacher Misassignments and Teacher Vacancies:**

**Uniform Complaints:** *(Optional)*

**Audit Findings:** *(Optional)*

In conclusion, let me assure each of you receiving this report and especially the <Name of School District Board, administration and Name of School staff> that the <Name of County Office of Education> is available to support the actions that need to be taken to address the needs identified in my report.

Sincerely,

<Name of county superintendent>

1. Not applicable for charter schools [↑](#footnote-ref-0)