**Annual Report Template Limited in Scope to the Four Required Areas**

November <Date>

Letter addressed to:

* President of School Board and Members of the District Board of Trustees of the Williams School(s) Visited
* 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 as Williams schools 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 name>.

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 annually monitor and review these schools for teacher misassignments and teacher vacancies, as described in Section 44258.9.

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

* “Sufficient textbooks or instructional materials” means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home. For technology-based materials, the students must have access to an appropriate device and the Internet in school and at 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.”
* “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:**

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>