

High School Instructional Materials Survey and Course Section Information
To Be Completed by the School/District 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					
Mathematics					
History / Social Science and Science					
Foreign Language					
Health					
++ May utilize the Master schedule to give this information					

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

**EXAMPLE for English Language Arts Instructional Materials Survey
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 I	McDougal Littell, Language of Literature, Grade 9, 2002	225	200	6	Period 1 RmD-8 – 30 students Period 2 Rm D6 – 24 Students Period 3 Rm D-6 15 Students * (RS) Period 4 Rm D-7 30 students
Reading*	SRA REACH, 2002 Corrective Reading – Level C Comprehension (Student Book) Comprehension Workbook Decoding – Student Book Decoding Workbook Spelling Workbook	30 30 30 30	20	1	Periods 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, 2002 And Novels..... Catcher in the Rye, Salinger Crucible, Miller The Great Gatsby, Fitzgerald	90 – 3 class sets of each novel	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)				Comments
				YES	NO	YES	NO	
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, 2002 And 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				Comments
				YES	NO	YES	NO	

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				Comments
				YES	NO	YES	NO	

For History/Social Science

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				Comments
				YES	NO	YES	NO	

For Science (including science laboratory classrooms)

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				Comments
				YES	NO	YES	NO	

For Foreign Language and Health courses

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				Comments
				YES	NO	YES	NO	

High School Enrollment Form
(to be completed by the school/district)

C.2.4

School: _____ **Date:** _____

District: _____

Name and Title of Person Completing Form _____

Principal _____

	Current Enrollment
Total School	
Ninth	
Tenth	
Eleventh	
Twelfth	

**INSTRUCTIONAL MATERIALS SURVEY
HIGH SCHOOL LEVEL
9-12 SCIENCE LAB EQUIPMENT WORKSHEET**

C.3

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

Example

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 1,2,3,4 B4 – 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			