

## Williams Reviewer Reporting Requirements

The written reports need to be submitted to Kandy Woerz via email or hard copy within 24 hours of the visit.

Send all reports to Kandy Woerz / Fax (209) 238-4242 or [kwoerz@stancoe.org](mailto:kwoerz@stancoe.org)

### REPORTING TEMPLATE

SCHOOL NAME: Woodrow Elem DATE OF VISIT: 8-22-19

NAME OF REVIEWERS: Kandy Woerz & Tony Boethner

NO INSUFFICIENCIES FOUND:

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#### Five Day Insufficiency Letter (example)

List the subject area,  
publisher and name of the text or workbook

English Language Arts, Houghton  
Mifflin

List grade level, name and number of  
materials needed, and room number

**Example** - 4 Language Art Skills  
Workbooks - Room 10  
Grade 3 - 10 Anthologies 1.0 Rewards -  
Room 15 and Room 16

None Found