

## Williams Reviewer Reporting Requirements

**The written reports need to be submitted to Kandy Woerz via email on the same day of the visit.**

Send all reports to Kandy Woerz (209) 238-1333 / Fax (209) 238-4242  
[kwoerz@stancoe.org](mailto:kwoerz@stancoe.org)

### REPORTING TEMPLATE

SCHOOL NAME: \_Woodrow Elementary

DATE OF VISIT: August 23, 2018

NAME OF REVIEWERS: \_\_Linda Erickson, Linda Chrabas, Bill Stires

NO INSUFFICIENCIES FOUND: X      INSUFFICIENCIES FOUND: (See below)

#### Five Day Insufficiency Letter

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

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

**Written 5- Day Insufficiency Letters** – SCOE sends to District superintendent and site administrator