

# *Sample Letter from Principals to School Community Announcing Williams Visits*

Dear:

In 2000, laws were enacted affecting schools in California as a result of the Williams lawsuit settlement. These laws – known as the “Williams legislation” – seek to ensure that all students have equal education opportunities, focusing on three key areas: textbooks, school facilities and teacher assignments.

The laws provide additional funding to needy schools for textbooks and instructional materials and for repair of school facilities. [Name of School] is among some 53 schools in Contra Costa County that may benefit from this additional funding.

The laws also require the Contra Costa County Superintendent of Schools to monitor and report on these 53 schools. This will be done through annual visits from staff of the Contra Costa County Office of Education (CCCOE). The visits will examine whether students have access to sufficient instructional materials and whether buildings are safe, clean and functional. CCCOE also will be monitoring whether teachers have proper classroom assignments and certifications.

On [DATE], CCCOE will be visiting our school. As part of the visit, there will be a forum for input from a representative group of faculty and staff, parents and the community. This meeting will be held at [TIME] in [LOCATION].

Thank you for your support of this important effort.

Sincerely,

[Name of principal]