



Orange County Department of Education
Educational Services Division

Williams Data Entry Guide

This guide offers step-by-step instructions on entering charter school information in the Williams web-based system.

Williams Settlement Legislation website address: <http://williams.ocde.us>

Registration and Log-in Instructions: page 2 - 5

School Instructions: page 6 - 24

Register: Create An Account

At the home page select, **Register**.



Orange County Department of Education
Williams Settlement Legislation

Login **Register**

Williams Settlement Legislation - An Opportunity to Further Equity

The *Williams* Settlement Legislation aligns with the goals of equity of educational opportunity and closing the achievement gap in California. The laws seek to ensure that all students have equal access to the basics of a quality education: textbooks and instructional materials, safe and decent school facilities and qualified teachers.

While all schools in California must maintain compliance with Williams Settlement Legislation, county superintendents of schools are required to monitor and report on schools eligible for Comprehensive Support

Register: Create An Account

Complete all the information listed on this page, then select **Register**. Once you register, you'll receive an email from williams@ocde.us asking you to verify your email address. You'll receive a final email from Alicia Gonzalez letting you know that access has been granted and you can then log-in to the web-based system.

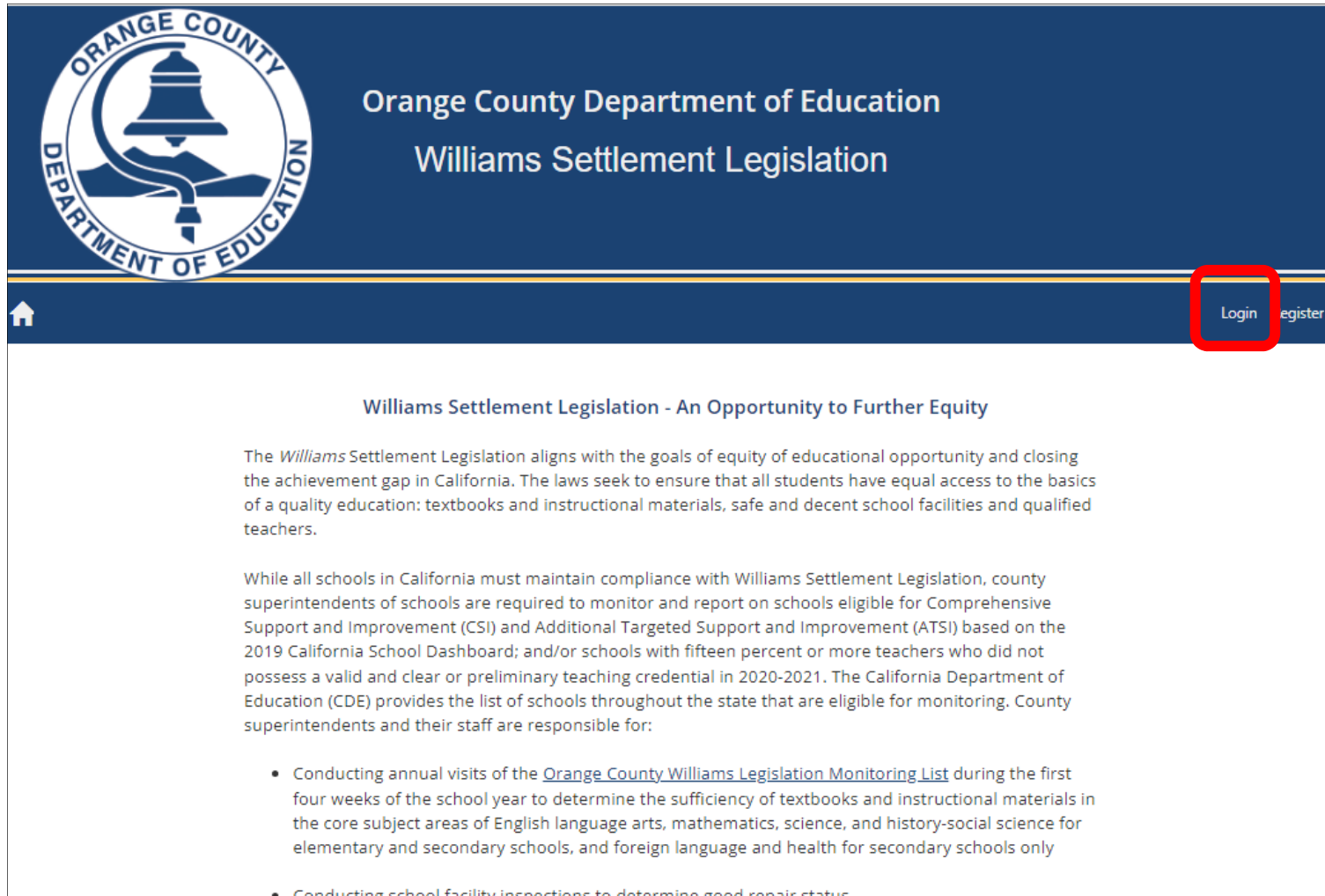
The screenshot shows a registration form with a dark blue header containing a home icon. Below the header, the title "Register" is displayed in blue, followed by the instruction "Create a new account." The form contains the following fields:

- Title**: A text input field with the placeholder "Title..."
- First Name**: A text input field with the placeholder "First Name..."
- Last Name**: A text input field with the placeholder "Last Name..."
- Username**: A text input field with the placeholder "Username..."
- Email**: A text input field with the placeholder "Email..."
- Password**: A text input field with the placeholder "Password..." and a small eye icon below it for toggling visibility.
- Confirm Password**: A text input field with the placeholder "ConfirmPassword..."
- Phone**: A text input field.
- District**: A dropdown menu with the placeholder "-District-" and a downward arrow.
- School**: A dropdown menu with the placeholder "-School-" and a downward arrow.

A blue "Register" button is located at the bottom left of the form area.

Log-in

At the home page select, **Login**.



Orange County Department of Education
Williams Settlement Legislation

[Home](#) [Login](#) [Register](#)

Williams Settlement Legislation - An Opportunity to Further Equity

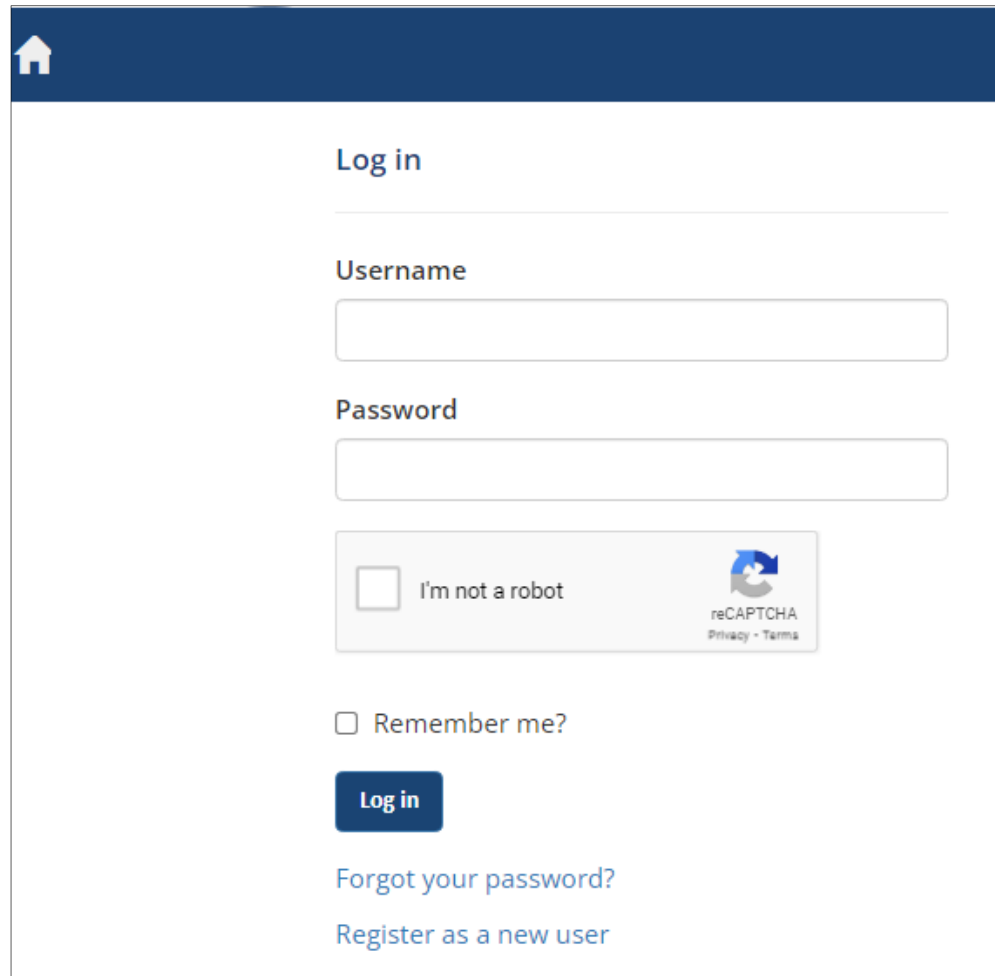
The *Williams* Settlement Legislation aligns with the goals of equity of educational opportunity and closing the achievement gap in California. The laws seek to ensure that all students have equal access to the basics of a quality education: textbooks and instructional materials, safe and decent school facilities and qualified teachers.

While all schools in California must maintain compliance with Williams Settlement Legislation, county superintendents of schools are required to monitor and report on schools eligible for Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) based on the 2019 California School Dashboard; and/or schools with fifteen percent or more teachers who did not possess a valid and clear or preliminary teaching credential in 2020-2021. The California Department of Education (CDE) provides the list of schools throughout the state that are eligible for monitoring. County superintendents and their staff are responsible for:

- Conducting annual visits of the [Orange County Williams Legislation Monitoring List](#) during the first four weeks of the school year to determine the sufficiency of textbooks and instructional materials in the core subject areas of English language arts, mathematics, science, and history-social science for elementary and secondary schools, and foreign language and health for secondary schools only
- Conducting school facility inspections to determine good repair status

Log-in

Enter your username and password, select **I'm not a robot**, then select **Log in**.



The image shows a login form with a dark blue header bar containing a white home icon. Below the header, the text "Log in" is displayed. There are two input fields: "Username" and "Password". Below these fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the reCAPTCHA is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the reCAPTCHA is a checkbox labeled "Remember me?". At the bottom of the form is a dark blue "Log in" button. Below the button are two links: "Forgot your password?" and "Register as a new user".

School Documentation

Once you log-in, select **School Documentation**.



Orange County Department of Education
Williams Settlement Legislation

 **School Documentation**

Williams Settlement Legislation - An Opportunity to Further Equity

The *Williams* Settlement Legislation aligns with the goals of equity of educational opportunity and closing the achievement gap. We seek to ensure that all students have equal access to the basics of a quality education: textbooks and instructional materials, facilities and qualified teachers.

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School Documentation continued

Select the **School Information** tab: The school name and CDS code will be pre-populated. Complete all other fields listed on this page (please note that all fields are required). Select the **Save School Information** button to complete this section.

School Documentation:

School Information **Instructional Materials** **Map/Bell Schedule**

Save School Information

School CDS code

Principal First Name Principal Last Name

Principal Phone Principal Email

Alternate Title

Alternate First Name Alternate Last Name

Alternate Phone Alternate Email

School Type (select all that apply) Instructional Model

Select Grade Levels (check all that apply):

TK K 1 2 3 4 5 6 7 8

9 10 11 12

Save School Information

School Documentation continued

Elementary Grades Only: Select the **1. Instructional Materials** tab. **2.** Select the link to download the instructional materials template. See next page for instructions on completing the template. If your school does not include elementary grades, skip to page 16.

The screenshot shows a web interface with a navigation bar at the top. The navigation bar contains four tabs: 'School Information' with a green checkmark, 'Instructional Materials' with a red exclamation mark and a red box around it, 'Enrollment / Classroom Info (Elementary Only)' with a red exclamation mark, and 'Map/Bell Schedule' with a red exclamation mark. A red number '1' is positioned above the 'Instructional Materials' tab. Below the navigation bar, a message box is displayed with a red number '2' to its left. The message box contains the text 'Please download the Instructional Material Template' and is enclosed in a red box. Below the message box, there are three buttons: 'Save Instructional Materials' (top), 'Select files...' (middle), and 'Save Instructional Materials' (bottom).

School Documentation continued

Elementary Grades Only: On the instructional materials template, **enter core courses only** (English, Math, Social Science/History, Science). Do not include electives or physical education. All information on the template is essential and required. See next page for step 3.

Instructional Materials Information - Elementary								
<i>Please follow example below. List core subject areas only (English Language Arts - ELA, Math, History/Social Science, Science) for each grade level TK-5/6</i>								
Grade Level	Core Subject	Instructional Materials Title/Description	Publisher	Format Printed or Digital	Date First Implemented	Students Enrolled	Available Materials	
<i>SAMPLE</i>	<i>K</i>	<i>ELA</i>	<i>Benchmark Advance: My Shared Readings (10 units/5 booklets)</i>	<i>Benchmark Education Company</i>	<i>Printed</i>	<i>5/14/2018</i>	<i>30</i>	<i>32</i>

School Documentation continued

Elementary Grades Only: **3**. Upload the completed template and select the **Save Instructional Materials** button to complete this section.

The screenshot shows a navigation bar with four tabs: 'School Information' (with a green checkmark), 'Instructional Materials' (highlighted with a red box and a red exclamation mark icon), 'Enrollment / Classroom Info (Elementary Only)' (with a red exclamation mark icon), and 'Map/Bell Schedule' (with a red exclamation mark icon). Below the navigation bar, the text 'Please download the Instructional Material Template' is displayed. Underneath this text are two buttons: 'Save Instructional Materials' and 'Select files...'. At the bottom of the interface, a red number '3' is positioned to the left of a 'Save Instructional Materials' button, which is also highlighted with a red box.

School Documentation continued

Elementary Grades Only: **1**. Select the **Enrollment/Classroom Info** tab. If you used the web-based system last year, your classroom information will be displayed. If this page is blank for your school, skip to page 14 for instructions on adding classroom information.

Enrollment and Classroom information is required for elementary schools only

Save School Information

+ Add new record Export to Excel Export to PDF

Grades	Room	Teacher	Student Enrollment	Special Classroom	
4,	10	Glancy	24	NONE	Edit Delete
Tk,	K2	Roman-Maldonado	22	BI	Edit Delete
1,	2	Sooter	28	NONE	Edit Delete
1,	3	Buckley	29	NONE	Edit Delete
4,	8	Escamilla	25	GATE	Edit Delete
K,	15	Ayala	26	BI	Edit Delete

School Documentation continued





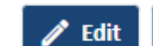

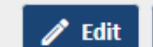

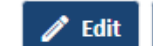
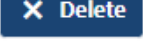
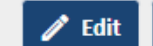

Elementary Grades Only: To Edit an entry, 2. select the **Edit** button (a pop-up window will appear). See next page for step 3.

School Information ! Instructional Materials ! Enrollment / Classroom Info (Elementary Only) ! Map/Bell Schedule ! Instru

Enrollment and Classroom information is required for elementary schools only'

Save School Information

+ Add new record Export to Excel Export to PDF

Grades	Room	Teacher	Student Enrollment	Special Classroom	
4,	10	Glancy	24	NONE	2  Edit  Delete
Tk,	K2	Roman-Maldonado	22	BI	 Edit  Delete
1,	2	Sooter	28	NONE	 Edit  Delete
1,	3	Buckley	29	NONE	 Edit  Delete
4,	8	Escamilla	25	GATE	 Edit  Delete
K,	15	Ayala	26	BI	 Edit  Delete

School Documentation continued

Elementary Grades Only: Once you have updated the information in this pop-up window, **3**. select the **Update** button to save the entry. If the Room field is not applicable please type **NA**.

The screenshot shows a software interface with a pop-up window titled "Edit Classroom". The window contains the following fields and options:

- Teacher Name:** Text input field containing "Glancy".
- Room:** Text input field containing "10".
- Student Enrollment:** Text input field containing "24".
- Special Classroom:** Dropdown menu with "No special designation" selected.
- Track:** Dropdown menu with "Traditional" selected.
- Select Grade Levels:** Radio button options for TK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12. The option for grade 4 is selected.
- Buttons:** "Update" and "Cancel" buttons at the bottom right. The "Update" button is highlighted with a red box and a red number "3" next to it.

School Documentation continued

Elementary Grades Only: To delete an entry from your list, select the **Delete** button.

School Information Instructional Materials Enrollment / Classroom Info (Elementary Only) Map/Bell Schedule Instru

Enrollment and Classroom information is required for elementary schools only'

Save School Information

+ Add new record Export to Excel Export to PDF

Grades	Room	Teacher	Student Enrollment	Special Classroom	
4,	10	Glancy	24	NONE	Edit Delete
Tk,	K2	Roman-Maldonado	22	BI	Edit Delete
1,	2	Sooter	28	NONE	Edit Delete
1,	3	Buckley	29	NONE	Edit Delete
4,	8	Escamilla	25	GATE	Edit Delete
K,	15	Ayala	26	BI	Edit Delete

School Documentation continued

Elementary Grades Only: To add a new entry, 1. select the **Add new record** button (a pop-up window will appear). See next page for step 2.

1

Enrollment and Classroom information is required for elementary schools only

Save School Information

+ Add new record Export to Excel Export to PDF

Grades	Room	Teacher	Student Enrollment	Special Classroom	
4,	10	Glancy	24	NONE	Edit Delete
Tk,	K2	Roman-Maldonado	22	BI	Edit Delete
1,	2	Sooter	28	NONE	Edit Delete
1,	3	Buckley	29	NONE	Edit Delete
4,	8	Escamilla	25	GATE	Edit Delete
K,	15	Ayala	26	BI	Edit Delete

School Documentation continued

Elementary Grades Only: Enter all the required information. If the Room field is not applicable please type **NA**. **2**. Select **Update** to add the entry to your list.

The screenshot shows a mobile application interface for managing classrooms. In the background, there is a table with columns for 'Grades' and 'Room'. The table contains several rows of data, including '4, 10', 'Tk, K2', '1, 2', '1, 3', '4, 8', and 'K, 15'. Below the table, there are buttons for 'Save School Information', '+ Add new record', and 'Exp'. The foreground features a modal window titled 'Edit Classroom' with the following fields:

- Teacher Name:
- Room:
- Student Enrollment:
- SpecialClassroom:
- Track:
- Select Grade Levels: TK K 1 2 3 4 5 6 7 8 9 10 11 12

At the bottom right of the modal, there are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with a close icon). The 'Update' button is highlighted with a red box, and a red number '2' is placed next to it, indicating the step to click 'Update'.

School Documentation continued

Middle and High Schools: 1. Select the **Master Schedule** tab. 2. Select the link to download the master schedule template. See next page for step 3.

1

School Information Instructional Materials Map/Bell Schedule **Master Schedule (Middle and High School Only)**

2 **A master schedule is required for middle and high schools only**

Please download the Master Schedule Template then click the "select files" button to upload the completed master schedule should only list the core subject areas (English, Math, History/Social Science, Science, Language).

Save Master Schedule

Select files...

Save Master Schedule

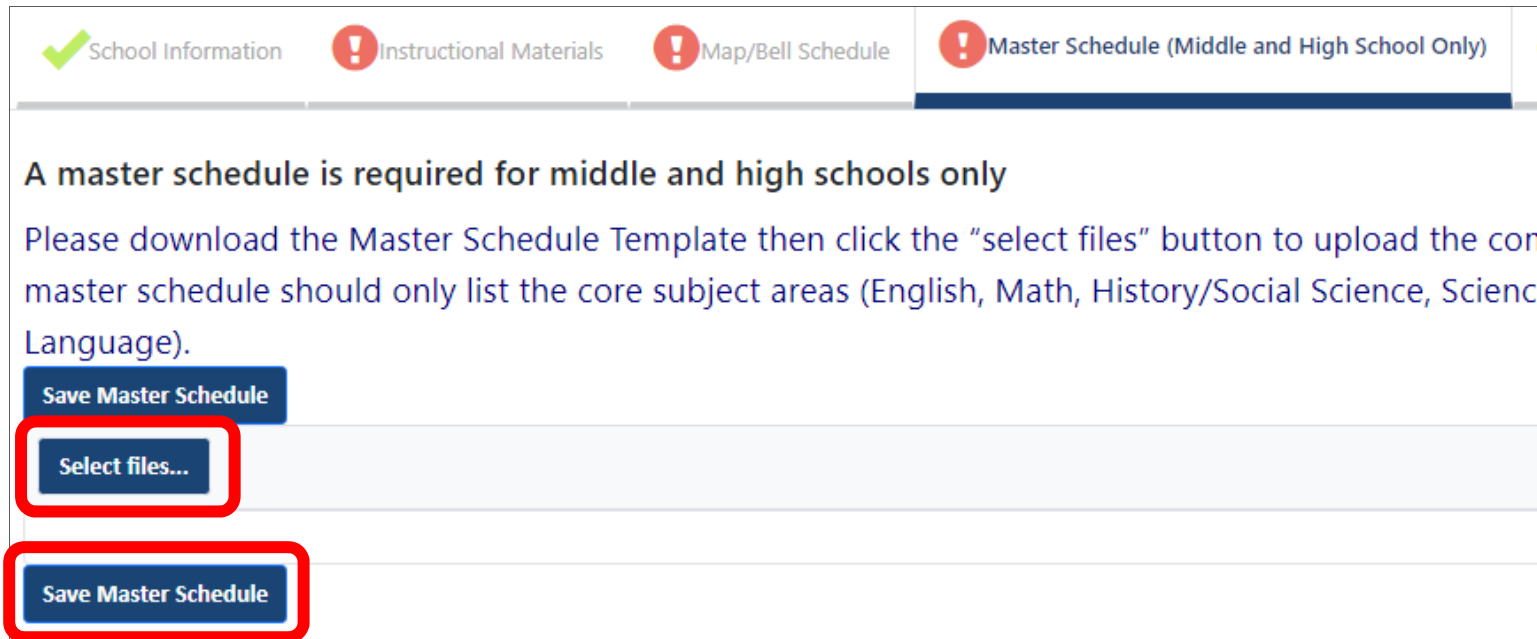
School Documentation continued

Middle and High Schools: 3. On the master schedule, **enter core courses only** (English, Math, Social Science/History, Science, and Health and Foreign Language if they are offered). Do not include electives or physical education. All information on the template is essential and required. See next page for step 4 and 5.

Master Schedule: middle and high school instructional materials and course information									
<i>Please follow example below. List core courses only (English, Math, History/Social Science, Science, and Health and Foreign Language if they are offered)</i>									
	Course Number	Core Subject	Course Title	Room #	Period	# of Students Enrolled	Grade Level	Textbook Title	Publisher Name
<i>SAMPLE</i>	<i>1065</i>	<i>English</i>	<i>Lang Arts 6</i>	<i>352</i>	<i>1</i>	<i>29</i>	<i>8</i>	<i>California Collections Grade 8</i>	<i>Houghton-Mifflin-Harcourt</i>

School Documentation continued

Middle and High Schools: 4. Click on **Select files to** upload the completed master schedule. 5. Select **Save Master Schedule** to complete this section.



✓ School Information ! Instructional Materials ! Map/Bell Schedule ! Master Schedule (Middle and High School Only)

A master schedule is required for middle and high schools only

Please download the Master Schedule Template then click the "select files" button to upload the completed master schedule. The master schedule should only list the core subject areas (English, Math, History/Social Science, Science, Foreign Language).

4 **Select files...**

5 **Save Master Schedule**

School Documentation continued

High School Grades Only: 1. select the **Science Equipment** tab. 2. Certify that all science classrooms have lab equipment. Upload the science inventory list or enter a URL to the list. 3. Select **Save Science Inventory** to complete this section.

The screenshot shows a navigation bar with several tabs: 'School Information' (with a green checkmark), 'Instructional Materials' (with a red warning icon), 'Map/Bell Schedule' (with a red warning icon), and 'Master Schedule (Middle and Hig' (with a red warning icon). Below this, a second row of tabs includes 'Science Equipment (High School Only)' (with a red warning icon and highlighted by a red box labeled '1'), 'Instructional Materials Sufficiency' (with a red warning icon), and 'Confirmation' (with a red warning icon). The 'Science Equipment' section is active and contains a checkbox labeled 'I certify that there is adequate laboratory equipment in all science classrooms.' (highlighted by a red box labeled '2'). Below the checkbox is a text prompt: 'Please upload your school's science laboratory equipment inventory list, or enter an external webpage URL to the list.' There are two buttons: 'Save Science Inventory' (highlighted by a red box labeled '3') and 'Select files...'. Below these is a text input field labeled 'Enter external webpage URL here'.

School Documentation continued

Select the **Map/Bell Schedule** tab and either upload or enter a URL for your school's bell schedule and school map. If the bell schedule does not apply to your school, skip that field. If you do not have a school campus, upload the administrative facility map. If you do not have a school or admin facility, skip that field.

✓ School Information ! Instructional Materials ! Enrollment / Classroom Info (Elementary Only) ! **Map/Bell Schedule**

Please either upload a Word document or PDF of the school map and bell schedule, or enter an external webpage URL for each.

Save School Map and Bell Schedule

SCHOOL BELL SCHEDULE

Select files...

Enter external webpage URL here.

SCHOOL MAP

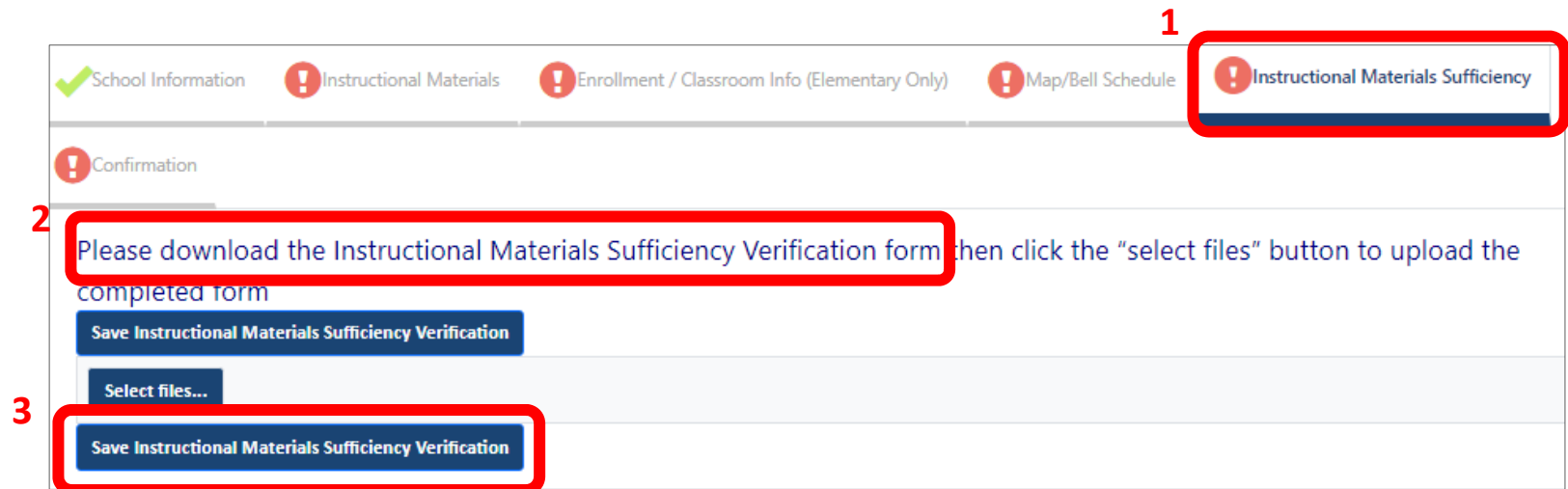
Select files...

Enter external webpage URL here.

Save School Map and Bell Schedule

School Documentation continued

1. Select the **Instructional Materials Sufficiency** tab. 2. Select the link to download the form and upload the completed form to this page. 3. Select **Save Instructional Materials Sufficiency Verification** to complete this page.



School Documentation continued

Additional Documentation: If OCDE has requested additional documentation for your school (a list of those items would be included in your memo), select the **Additional Documentation** tab and upload the files. If no additional documentation was requested, skip this webpage.

Map/Bell Schedule Master Schedule (Middle and High School Only) Science Equipment (High School Only) Instructional Materials Sufficiency **Additional Info** Confirmation

Save School Additional Documentation

STUDENT ACCESS TO DIGITAL CURRICULUM

Student_Access_to_Digital_Curriculum

DIGITAL CURRICULUM PROOF OF PURCHASE

Digital_Curriculum_Proof_of_Purchase

SUMMARY OF STUDENT EQUIPMENT AND TECHNOLOGY NEEDS

Summary_of_Student_Equipment_and_Tech...

RECORDS OF DISTRIBUTION OF DEVICES

Records_of_distribution_of_Devices

OTHER FILES Test ^

Note	File
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School Documentation continued

Once you are done entering and reviewing the information on all tabs, **1.** select the **Confirmation** tab. **2.** Select the **Confirm** button to complete your school documentation.

The screenshot displays a navigation bar with five tabs: 'School Information' (with a green checkmark), 'Instructional Materials' (with a red exclamation mark), 'Enrollment / Classroom Info (Elementary Only)' (with a red exclamation mark), and 'Map/Bell Schedule' (with a red exclamation mark). Below this, a second row of tabs includes 'Instructional Materials Sufficiency' (with a red exclamation mark) and 'Confirmation' (with a red exclamation mark). A red number '1' is positioned above the 'Confirmation' tab, and a red box highlights the tab itself. Below the tabs, the text '2 Are you ready to confirm that all required information has been entered?' is displayed. A red box highlights a blue 'Confirm' button located below this text.



Orange County Department of Education
Educational Services Division

Thank You

Thank you for updating your information on the web based system. We appreciate your efforts to maintain compliance with the Williams Settlement Legislation.

If you have any questions regarding data entry, please contact Alicia Gonzalez at aliciagonzalez@ocde.us or (714) 966-4336.

For general Williams questions, contact Nicole Savio Newfield at nsavio@ocde.us or (714) 966-4385.