ADMINISTRATIVE CIRCULAR NO. 74

Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 4, 2015

To: All School Principals, Division and Department Heads

Subject: RETURN OF ALL CELDT, 2014-2015 EDITION TEST MATERIALS

Department and/or

Persons Concerned: Principals, Vice Principals, Testing Coordinators, and School Site

Personnel involved in testing

Due Date: Traditional Calendar Schools: May 29, 2015

Year-Round Calendar Schools: July 2, 2015

Reference: None

Action Requested: Return all CELDT, 2014-2015 Edition test materials and the *Principal's*

Certification Form to the Assessment Services Department.

Attachment: A. Principal's Certification to Superintendent

Brief Explanation:

The California Department of Education (CDE) has directed all districts in California to retrieve all California English Language Development Test (CELDT), 2014-2015 Edition test booklets. Therefore, all CELDT materials listed below, along with the *Principal's Certification Form*, must be **delivered** to the Assessment Services Processing Center, Annex 3, by May 29, 2015 for schools on the traditional calendar, by July 2, 2015 for schools on the year round calendar. Materials are **not** to be returned via school mail or truck delivery. **The following materials may NOT be used for any assessment purposes after June 29, 2015**:

- 2014-2015 Edition test booklets
- Examiner's manuals for 2014-2015 Edition
- Test Coordinator's Manual for 2014-2015 Edition
- Scoring Guides for 2014-2015 Edition
- Unused 2014-2015 CELDT answer documents

If you have any questions, please contact Denise Ormsbee at 619-725-7059, <u>dormsbee@sandi.net</u> or Erin Gordon at 619-725-5687, egordon@sandi.net.

Erin Gordon Director

Assessment Services

APPROVED:

Jim Solo

Executive Director

Office of Leadership and Learning

Attachment

Distribution: Lists A, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT Office of Leadership and Learning Assessment Services

CERTIFICATION FORM: Return of CELDT, 2014-2015 Edition Test Materials

PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify one of the following	(please check the appropriate box):	
☐ There are no test material 2014-2015 Edition at this	ls for the California English Languag s school.	ge Development Test (CELDT),
	California English Language Develoed to Assessment Services with this center to the control of t	
School Name:		
(Date)	Signed:	(Principal)
Site Test Coordinator to conta	act if there are any questions regarding	these materials:
Name:	Phone Number	:

Note: This form must be returned to the Assessment Services Processing Center, Annex 3, no later than 4:00 p.m. on May 29, 2015 (traditional calendar) **or** 4:00 p.m. on July 2, 2015 (year round calendar). Place this completed and signed form with any test materials that you are returning. If you have no 2014-2015 CELDT materials remaining on site, you must return this completed and signed certification form to Annex 3, Eugene Brucker Education Center, by the above appropriate due date. Retain copies of this document for your school's files.