## ADMINISTRATIVE CIRCULAR NO. 73

Office of Leadership and Learning

#### SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** April 14, 2016

**To:** All School Principals, Division and Department Heads

Subject: RETURN OF ALL CELDT, 2015-2016 EDITION TEST MATERIALS

**Department and/or** Principals, Vice Principals, Testing Coordinators, and School Site

**Persons Concerned:** Personnel involved in testing

**Due Date:** Traditional Calendar Schools: June 3, 2016

Year-Round Calendar Schools: July 8, 2016

**Reference:** None

**Action Requested:** Return all CELDT, 2015-2016 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), 2015-2016 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 June 3, 2016 for schools on the traditional calendar, and by July 8, 2016 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 30, 2016**:

- 2015-2016 Edition test booklets
- Examiner's manuals for 2015-2016 Edition
- Test Coordinator's Manual for 2015-2016 Edition
- Scoring Guides for 2015-2016 Edition
- Unused 2015-2016 CELDT answer documents

If you have any questions, please contact Sonya Hill at 619-725-7061, <a href="mailto:shill1@sandi.net">shill1@sandi.net</a> or Erin Gordon at 619-725-5687, <a href="mailto:egordon@sandi.net">egordon@sandi.net</a>.

Erin Gordon Director

Assessment Services

APPROVED:

Jim Solo

**Executive Director** 

Office of Leadership and Learning

Distribution: Lists A, D, E, and F

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

# **CERTIFICATION FORM:** Return of CELDT, 2015-2016 Edition Test Materials

## PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify one of the following	(please check the appropriate box):	
☐ There are no test materia 2015-2016 Edition at this	als for the <b>California English Langua</b> s school.	nge Development Test (CELDT),
	California English Language Develored to Assessment Services with this co	
School Name:		
(Date)	Signed:	(Principal)
Site Test Coordinator to conta	act if there are any questions regarding	g these materials:
Name:	Phone Numbe	er:

**Note:** This form must be returned to the Assessment Services Processing Center, Annex 3, no later than 4:00 p.m. on June 3, 2016 (traditional calendar) **or** 4:00 p.m. on July 8, 2016 (year round calendar). Place this completed and signed form with any test materials that you are returning. If you have no 2015-2016 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.