

SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** May 9, 2017

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

**Subject:** RETURN OF ALL CELDT, 2016-2017 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: June 9, 2017  
Year-Round Calendar Schools: June 23, 2017

**Reference:** None

**Action Requested:** Return all CELDT, 2016-2017 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), 2016-2017 Edition test booklets. Therefore, all CELDT materials, along with the *Principal's Certification Form*, must be **delivered** to Assessment Services, Annex 3, by June 9, 2017 for schools on the traditional calendar, and by June 23, 2017 for schools on the year round calendar. Materials are **not** to be returned via school mail or truck delivery.

If you have any questions, please contact Sonya Hill at 619-725-7061, [shill1@sandi.net](mailto:shill1@sandi.net) or Erin Gordon at 619-725-5687, [egordon@sandi.net](mailto:egordon@sandi.net).

Erin Gordon  
Director  
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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, 2016-2017 Edition Test Materials**

**PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT**

I certify one of the following (please check the appropriate box):

There are no test materials for the **California English Language Development Test (CELDT), 2016-2017 Edition** at this school.

All test materials for the **California English Language Development Test (CELDT), 2016-2017 Edition** have been returned to Assessment Services with this certification.

School Name: \_\_\_\_\_

\_\_\_\_\_  
(Date) Signed: \_\_\_\_\_  
(Principal)

Site Test Coordinator to contact 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 June 9, 2017 (traditional calendar) **or** 4:00 p.m. on June 23, 2017 (year round calendar). Place this completed and signed form with any test materials that you are returning. If you have no 2016-2017 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.