

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 2, 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 listed below, along with the *Principal's Certification Form*, must be **delivered** to the Assessment Services Processing Center, 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 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

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.