SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 14, 2014

To: All School Principals, Division and Department Heads

Subject: RETURN OF ALL CELDT, 2013-2014 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: May 30, 2014

Year-Round Calendar Schools: July 3, 2014

Reference: None

Action Requested: Return all CELDT, 2013-2014 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), 2013-2014 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, **between** May 27 and May 30, 2014 for schools on the traditional calendar; and between June 30 and July 3, 2014 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, 2014**:

- 2013-2014 Edition test booklets
- Examiner's manuals for 2013-2014 Edition
- Test Coordinator's Manual for 2013-2014 Edition
- Scoring Guides for 2013-2014 Edition
- Unused 2013-2014 CELDT answer documents

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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, <u>egordon@sandi.net</u>.

Erin Gordon Director Assessment Services

APPROVED:

Joe Fulcher

Chief Student Services Officer

Distribution: Lists A, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT Office of the Chief Student Services Officer Assessment Services

CERTIFICATION FORM: Return of CELDT, 2013-2014 Edition Test Materials

PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify one of the following	(please check the appropriate box):	
☐ There are no test materia 2013-2014 Edition at this	als for the California English Langua s school.	age Development Test (CELDT),
	California English Language Devel ed to Assessment Services with this co	
School Name:		
(Date)	Signed:	(Principal)
Site Test Coordinator to cont	eact if there are any questions regardin	g these materials:
Name:	Phone Numbe	er:

Note: This form must be returned to the Assessment Services Processing Center, Annex 3, no later than 4:30 p.m. on May 30, 2014 (traditional calendar) **or** 4:30 p.m. on July 3, 2014 (year round calendar). Place this completed and signed form with any test materials that you are returning. If you have no 2013-2014 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.