

ADMINISTRATIVE CIRCULAR NO. 113
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: May 10, 2005

To: Principals at Middle, Junior High, Senior High and Atypical Schools;
Division and Department Heads

Subject: TESTING MATERIALS FOR STUDENTS NEW TO THE DISTRICT

**Department and/or
Persons Concerned:** Principals, Vice Principals, In-School Counselors, Counseling
Secretaries and Testing Coordinators

Due Date: May 25, 2005

Reference: None

Action Requested: Return testing materials used for placement in literacy and mathematics courses, including all Stanford Diagnostic Reading Tests (SDRT), District Mathematics Tests (DMT), Mathematics Diagnostic Testing Project (MDTP) Algebra Readiness Tests, and Geometry Readiness Tests to the District Assessment Department.

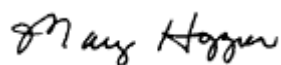
Brief Explanation:

At the beginning of this school year, testing materials were delivered to all middle, junior high, senior high, and selected atypical schools in the form of a kit to use when testing 1) students new to the district or 2) returning students who for some reason had no reading or mathematics placement test scores. The materials in the kits included Stanford Diagnostic Reading Tests (SDRT), District Mathematics Tests (DMT), Mathematics Diagnostic Testing Project (MDTP) Algebra Readiness Tests, and Geometry Readiness Tests, answer sheets, answer keys, scoring templates, and placement guidelines. All materials were in black plastic file boxes (11 x 10 x 12 inches) with instructions to keep in a secured location and to use the materials for placement purposes throughout the year. Most often, these materials were kept in the counseling center either by the head counselor or the counseling secretary. Please locate these testing materials and return to the District Assessment Department, Eugene Brucker Education Center, Annex 11 by 4 p.m. on May 25, 2005.

Please direct questions to the District Assessment Department at (619) 725-7172.

Eileen Poole, Program Manager
District Assessment Department

APPROVED:



Mary Hopper
Chief Administrative Officer

EP

Distribution: Lists A, E, and F