

ADMINISTRATIVE CIRCULAR NO. 126
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: June 22, 2005

To: Principals, Vice Principals, and English Learner Coordinators

Subject: NEW CELDT FORM E TRAINING

Department and/or Persons Concerned: Principals, Vice Principals, Literacy Administrators, EL Coordinators, and Teachers of English Learners

Due Date: Prior to Selected Training Session

Action Requested: Identify staff members who need training and have them register to attend

The California Department of Education (CDE) has mandated that the district use the new ***California English Language Development Test (CELDT) Form E*** to conduct its district-wide K-12 Initial Identification of newly enrolled students and its Annual Assessment of English Learners (ELs) for school year 2005-2006.

While similar in format to last year's CELDT Form D, the CELDT Form E is a completely different test with new and different field test items embedded within the Listening, Speaking, Reading, and Writing portions. For these reasons, the new CELDT Form E is the **ONLY** form of the CELDT permitted for any CELDT assessment relating to school year 2005-2006.

The Biliteracy and English Learner Support Department has scheduled numerous opportunities for site staff to attend **two different types** of CELDT Form E training. The two types of training are (1) Listening and Speaking Administration Training, and (2) Reading/Writing/Test Coordination Training. Only staff who are fully proficient in English and qualified to work with students (i.e., have fingerprints on file with the district) may administer the CELDT. In addition, the CDE recommends that, whenever possible, credentialed teachers administer the CELDT. All English Learner Support Teachers (ELSTs) and site EL Coordinators are **required to attend both** types of training listed above, ***even if they have been previously trained.***

Please note that the target audiences for the two trainings differ. We ask that you please: (1) review the "target audience" descriptors below to identify those staff members from your site or associated with your site who should attend each type of training and, (2) provide those persons a copy of the appropriate registration form(s) as soon as possible. It may be appropriate for one person to attend both trainings.

Participants may register at any time, however, space is limited in each session, so we suggest registering as soon as possible to assure attendance at the session of choice.

**TARGET AUDIENCE DESCRIPTORS FOR THE TWO
DIFFERENT TYPES OF CELDT FORM E TRAINING**

1. CELDT Form E Listening and Speaking Administration Training

This year, the Listening and Speaking Training is being offered in a two-hour AND a three-hour version. Site EL Coordinators and assessors who attended CELDT Form D Training last year are welcome to attend either version. The three-hour sessions are designed for *inexperienced* EL Coordinators and assessors and those who did not attend training for Form D. All ELSTs and site EL Coordinators are **required** to attend one of the CELDT Form E Listening and Speaking Trainings.

2. CELDT Form E Reading/Writing/Test Coordination

All ELSTs and site EL Coordinators and anyone who will be scoring the Writing portion of CELDT Form E are **required** to attend this three-hour training. In addition, site administrators and second language teacher leaders are strongly encouraged to attend.

Important Notes:

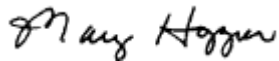
1. The district will again provide supplemental funds to non-charter sites to help offset the cost of conducting the CELDT Annual Assessment. The amount per non-charter site will equal \$15.00 per EL, based on counts reported to the state for the March 2005 Annual Language Census. Details about how to access these funds will be available after July 1.
2. Participants in the training who are non-management and non-charter district employees will be paid at the applicable (certificated or classified) hourly workshop rate for time spent beyond their regular working hours. We are unable to pay non-district employees, but they may attend if they will be assisting a site in administering the CELDT Form E.
3. It is important to contact any additional (e.g., retired, volunteer, etc.) staff you plan to use to administer, or assist in administering, CELDT Form E assessments this fall, and have them register for and attend training. You will need to complete a PAR for anyone you intend to pay who is not a district employee. In addition, those persons must have *current fingerprint records* on file with the district in order to assess students and be paid.

Administrative Circular No. 126
Office of School Site Support
Page 3

Questions about fingerprinting may be directed to (619) 725-7014. For questions about CELDT Form E training, please contact the Biliteracy and English Learner Support Department at (619) 725-7264 or via the website: www.biliteracy.info. Thank you for your support in ensuring proper administration of this important assessment.

Debra Dougherty
Program Manager
Biliteracy and English Learner Support

APPROVED:



Mary Hopper
Chief Administrative Officer

DD

Attachments (3)

Distribution: Lists B, C, D, E, and F

**CELDT Form E Listening and Speaking
Training Schedules and Registration Form
July – September 2005**

To register for CELDT Form E **Listening and Speaking Administration Training**, please (1) duplicate this page as necessary, (2) choose ONE of the sessions listed below, (3) complete the “participant information” section for each individual wishing to attend, and (4) **fax** the page to Matt Gentile at (619) 686-6772 or send it via school mail or U.S. mail to Matt Gentile at: Eugene Brucker Education Center, Bilingual and EL Support, Room 2011, 4100 Normal St., San Diego, CA 92103. For questions, please contact the Bilingual and EL Support Department at www.biliteracy.info or (619) 725-7264.

July 2005								
Session #	Date	Day	Time		Session #	Date	Day	Time
101 N*	July 5	Tues.	9-12		107 E	July 20	Wed.	10-12
102 E**	July 12	Tue.	10-12		108 N	July 26	Tue.	9-12
103 E	July 12	Tue.	1-3		109 N	July 26	Tue.	1-4
104 N	July 13	Wed.	9 – 12		110 E	July 27	Wed.	10-12
105 N	July 19	Tue.	9-12		111 E	July 27	Wed.	1-3
106 N	July 19	Tue.	1-4					
* N For coordinators and assessors who did not attend Form D training in 2004								
** E For <i>experienced</i> coordinators and assessors (i.e. attended Form D training in 2004)								

August 2005								
Session #	Date	Day	Time		Session #	Date	Day	Time
112 N*	Aug 18	Thurs.	9-12		114 N	Aug 30	Tue.	9-12
113 N	Aug 18	Thurs.	1-4		115 N	Aug 31	Wed.	1-4
*N For coordinators and assessors who did not attend Form D training in 2004								

September 2005								
Session #	Date	Day	Time		Session #	Date	Day	Time
116 N*	Sept 7	Wed.	9-12		120 N	Sept 13	Tue.	1-4
117 N	Sept 7	Wed.	1-4		121 N	Sept 14	Wed.	1-4
118 N	Sept 8	Thurs.	9-12		122 N	Sept 20	Tue.	9-12
119 N	Sept 13	Tue.	9 – 12		123 N	Sept 28	Wed.	2-5
*N For coordinators and assessors who did not attend Form D training in 2004								

The location for all sessions is Room 186 of the Professional Development Center on the Mission Bay High School Campus (please see directions on Attachment C).

Participant Information:

Name: _____	Requested Session # _____
School: _____	Position: _____
Work Phone: _____	Home Phone*: _____
<i>Confirmations will not be sent out. However, we will contact participants if the requested session is full or has been cancelled. *Home phone numbers will be used ONLY if the requested session is full or has been cancelled and we cannot contact the participant at school.</i>	

**CELDT Form E Reading/Writing/Test Coordination
Training Schedules and Registration Form
July – September 2005**

Important Note: CELDT Form E Reading/Writing/Test Coordination is an intensive 3-hour training workshop that is designed **specifically for ELSTs, site EL Coordinators, and other staff responsible for overseeing second language procedural requirements at each site.** Please note that this training is **required** for anyone who will *score the writing section* of CELDT Form E. ELSTs and site EL Coordinators who attend this 3-hour training workshop will be prepared to provide an on-site, abbreviated version of a portion of the training, which will enable others at the site to *administer* the Reading and Writing portions of the CELDT Form E.

To register for CELDT Form E **Reading/Writing/Test Coordination Training**, please (1) duplicate this page as necessary, (2) choose ONE of the sessions listed below, (3) complete the “participant information” section for key second language staff members needing to attend, and (4) **fax** the page to Matt Gentile at (619) 686-6772 or send it via school mail or U.S. mail to Matt Gentile at: Eugene Brucker Education Center, Biliteracy and EL Support, Room 2011, 4100 Normal St., San Diego, CA 92103. For questions, please contact the Biliteracy and EL Support Department at www.biliteracy.info or (619) 725-7264.

July 2005								
Session #	Date	Day	Time		Session #	Date	Day	Time
201	July 5	Tues.	1-4		204	July 20	Wed.	1-4
202	July 13	Wed.	1-4		205	July 21	Thurs.	9-12
203	July 14	Thurs.	9-12					
August 2005								
Session #	Date	Day	Time		Session #	Date	Day	Time
206	Aug 30	Tues.	1-4		207	Aug 31	Wed.	9-12
September 2005								
Session #	Date	Day	Time		Session #	Date	Day	Time
208	Sept 8	Thurs.	1-4		210	Sept 20	Tues.	1-4
209	Sept 14	Wed.	9-12					

The location for all sessions is Room 186 of the Professional Development Center on the Mission Bay High School Campus (please see directions on Attachment C).

Participant Information:

Name: _____ Requested Session # _____ School: _____ Position: _____ Work Phone: _____ Home Phone*: _____ <i>Confirmations will not be sent out. However, we will contact participants if the requested session is full or has been cancelled. *Home phone numbers will be used ONLY if the requested session is full or has been cancelled and we cannot contact the participant at school.</i>

Driving Directions to P.D. Center at Mission Bay High



Professional Development Center
(on the Mission Bay High School Campus)
2475 Grand Avenue, Pacific Beach, 92109
Room 186 (858) 490-8553



Directions to Mission Bay High:

Hwy 5 north to Grand Avenue, exit Grand Avenue west. Left on Lee St. (at light) to enter campus.

Or Hwy 5 south to Garnet/Balboa exit, straight ahead, right on Grand Avenue. Left on Lee St. (at light) to enter campus.

Directions upon arriving at Mission Bay High:

- Left on Lee St. (at light)
- Look for sign "Institute for Learning Professional Development Center" on portable buildings on right side of Lee St. just past the student parking lot.
- Proceed **past** all portables and gymnasium (**circular drive on left**)
- Parking is behind the football bleachers near Twain Beach, past the gate to the right of the circular drive. (Parking permits are not required in this area only.)
- Walk back to room 186 in the portable building you drove past.

Important Notes

- Lee St. is a private road that is part of the Mission Bay High campus. Many students must cross the street before, during, and after school. **WHEN STUDENTS ARE PRESENT ALL VEHICLES SHOULD STOP** and proceed with maximum caution.
- **Lee St. is closed to through traffic from 2:00-2:30 p.m.** to facilitate movement of students to busses and parking lots.