

ADMINISTRATIVE CIRCULAR NO. 11
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 6, 2007

To: All School Principals

Subject: DESIGNATION OF SCHOOL SITE TEST COORDINATORS

**Department and/or
Persons Concerned:** Principals, School Site Test Coordinators

Due Date: September 10, 2007

Reference: None

Action Requested: Complete and return the attached form.

Brief Explanation:

To ensure testing timelines are met and tests are properly secured, administered, and returned for scoring, the Assessment Services Department distributes important information to sites throughout the school year. **It is important that the individual responsible for coordinating a specific test at a school site receives ALL information and training for the administration of that test.**

To be certain that information about testing and assessment timelines, policies, procedures, materials, and training is received by school site test coordinators, please use the attached form to designate the staff member responsible for each of the tests/assessments your site will administer during the 2007-2008 school year. **If forms are not returned or no one is identified as the site test coordinator for any required assessment program, the principal will be assumed to be the designated coordinator.**

The Assessment Services Department will use this information to create listservs of all school site test coordinators for each assessment program. Please notify your designees that they have been so designated and will be on the appropriate listserv(s). **If they unsubscribe to a listserv, all emails concerning that assessment program will default to the principal.**

After making a copy for your files, return the form to **Donna Elstad, Assessment Services, Annex 3; FAX completed form to (619) 725-7070; or via e-mail to delstad@sandi.net, by September 10, 2007.** If you have any questions or you need to update information on your form, please contact Donna Elstad at (619) 725-7066.

Erin Gordon
Director
Assessment Services

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G".

Geno Flores
Deputy Superintendent

Attachment

Distribution: Lists B, D, E and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent
Assessment Services

2007-2008 SCHOOL SITE TEST/ASSESSMENT COORDINATORS

School _____

Grades Served _____

 Traditional Calendar

Principal's Signature _____

Fax Number _____

 STYR Calendar 4 X 4 Calendar

Please send all 2007-2008 information about the timelines, policies, procedures, materials, and training to the individual designated below as coordinator for that specific test/assessment. Spaces marked "NA" indicate tests/assessments our site will not administer during the 2007-2008 school year.

<u>Test/Assessment</u>	<u>Coordinator's Name</u>	<u>Telephone (w/Ext.)</u>	<u>E-mail Address</u>
<u>STATE-MANDATED AND FEDERAL ASSESSMENTS</u>			
<i>California English Language Development Test (CELDT)</i> [Grades K-12]	_____	_____	_____
<i>California High School Exit Exam (CAHSEE)</i> [Grades 10-12]	_____	_____	_____
<i>FITNESSGRAM (Physical Fitness)</i> [Grades 5, 7, 9]	_____	_____	_____
<i>National Assessment of Educational Progress (NAEP)</i> [Grades 4, 8, and 12]	_____	_____	_____
STAR Program includes <i>California Standards Tests (CSTs)</i> , <i>California Achievement Test, Sixth Edition (CAT/6)</i> [Grades 2-11], <i>STAR Writing Assessment</i> [Grades 4 and 7], <i>California Alternate Performance Assessment (CAPA)</i> [Grades 2-11], <i>California Modified Assessment (CMA)</i> [Grades 3-5], <i>Standards-Based Test in Spanish (STS)</i> [Grades 2-7], and <i>Aprenda, Third Edition (Aprenda 3)</i> [Grades 8-11]	_____	_____	_____
<u>DISTRICT ASSESSMENTS</u>			
Cumulative Literacy Benchmarks [Grades 1, 3, 5 & 6-8]	_____	_____	_____
Cumulative Mathematics Benchmarks [Grades 3-9]	_____	_____	_____
<i>Degrees of Reading Power (DRP)</i> [Schools participating in Striving Readers]	_____	_____	_____
<i>Developmental Reading Assessment (DRA)</i> [Grades K-2]/ <i>Evaluación del desarrollo de la lectura (EDL)</i> [Grades K-2]	_____	_____	_____
District Mathematics Test (DMT) [Grade 5]	_____	_____	_____
End-of-Course Examinations [Grades 8-12]	_____	_____	_____
Houghton-Mifflin <i>Emerging Literacy Survey</i> [Grades K-1]	_____	_____	_____
Mathematics Diagnostic Testing Project (MDTP) - Pre-Algebra and/or Algebra Readiness Exams [Grades 6, 7]	_____	_____	_____
Practice California High School Exit Examination [Grade 9]	_____	_____	_____

Please return completed form by **September 10, 2007** to Donna Elstad in Annex 3, Education Center **OR**
FAX to (619) 725-7070 **OR** e-mail to delstad@sandi.net.