

**ADMINISTRATIVE CIRCULAR NO. 100**  
Office of the Deputy Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** May 16, 2008  
**To:** All School Principals, Division and Department Heads  
**Subject:** RETURN OF ALL CELDT, 2007-08 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 6, 2008  
Year Round Calendar Schools: July 11, 2008  
**Reference:** None  
**Action Requested:** Return all CELDT, 2007-08 Edition test materials and the completed attached Principal Certification Form to the Assessment Services Department.

**Brief Explanation:**

The California Department of Education (CDE) has directed all districts in California to retrieve any and all California English Language Development Test (CELDT), 2007-08 Edition test booklets and dispose of them in a secure manner. We are requesting that all of the materials listed below, along with the attached, completed *Principal Certification Form*, be returned to the Assessment Services Processing Center, Annex 10, **no earlier** than June 2 and **no later** than June 6, 2008 (Traditional Calendar) OR **no earlier** than July 3 and **no later** than July 11, 2008 (Year Round Calendar). **NONE of these materials may be used for any assessment purposes after June 30, 2008.**

- 2007-08 Edition test booklets
- Examiner's manuals for 2007-08 Edition
- *Test Coordinator's Manual* for 2007-08 Edition
- Scoring Guides for 2007-08 Edition
- Unused answer documents

If you have any questions, please contact Denise Ormsbee at (619) 725-7059 or [dormsbee@sandi.net](mailto:dormsbee@sandi.net) or Erin Gordon at (619) 725-5687 or [egordon@sandi.net](mailto:egordon@sandi.net).

Erin Gordon  
Director  
Assessment Services

APPROVED:



Geno Flores  
Deputy Superintendent

Attachment

Distribution: Lists A, D, E, and F

