

ADMINISTRATIVE CIRCULAR NO. 103
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 18, 2009

To: All School Principals, Division and Department Heads

Subject: RETURN OF ALL CELDT, 2008-09 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 5, 2009
Year Round Calendar Schools: July 10, 2009

Reference: None

Action Requested: Return all CELDT, 2008-09 Edition test materials and the completed attached Principal Certification Form to the Assessment Services Department.

Brief Explanation:

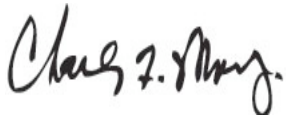
The California Department of Education (CDE) has directed all districts in California to retrieve any and all California English Language Development Test (CELDT), 2008-09 Edition test booklets and dispose of them in a secure manner. We are requesting that all of the materials listed below, along with the attached, completed *Principal Certification Form*, be returned to the Assessment Services Processing Center, Annex 10, **no earlier** than June 1 and **no later** than June 5, 2009 (Traditional Calendar) OR **no earlier** than July 6 and **no later** than July 10, 2009 (Year Round Calendar). **NONE of these materials may be used for any assessment purposes after June 30, 2009.**

- 2008-09 Edition test booklets
- Examiner's manuals for 2008-09 Edition
- *Test Coordinator's Manual* for 2007-08 Edition
- Scoring Guides for 2008-09 Edition
- Unused answer documents

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

Erin Gordon
Director
Assessment Services

APPROVED:



Chuck Morris
Deputy Superintendent

Attachment

Distribution: Lists A, D, E, and F

