

ADMINISTRATIVE CIRCULAR NO. 76
Leadership and Learning Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 29, 2016

To: All Principals

Subject: CELDT TRAINING: 2016-2017 EDITION

Department and/or Persons Concerned: Principals, Vice Principals, Site English Learner Coordinators

Due Date: **Immediate Distribution**

Action Requested: Identify the staff members at your school (or associated with your school) who must attend the CELDT 2016-2017 Listening and Speaking Training and/or the Reading, Writing and Test Coordination Training. Staff members need to register prior to the selected training dates.

Attachments: A. CELDT 2016-2017 Listening and Speaking Training Schedule
B. CELDT 2016-2017 Reading, Writing, and Test Coordination Training Schedule

Brief Explanation:

The California Department of Education (CDE) has mandated that, for school year 2016-2017, the district use the new *California English Language Development Test (CELDT) 2016-2017 Edition* to conduct its Initial Identification of newly enrolled TK-12 students from homes where a language other than English is frequently used, and for its Annual Assessment of continuing English Learners (ELs).

The 2016-2017 Edition of the CELDT is the same as the 2015-2016 Edition. The format, rubrics, and testing protocols are identical, however there are some minor changes in the demographics section of the answer document.

Conducting CELDT assessments within timelines can be challenging. Principals should take the following issues into consideration and be strategic in planning sufficient staffing, and send a sufficient number of individuals to CELDT administration training:

1. All four portions of CELDT must be administered to each student.
2. Certain portions must be administered individually.
3. Some sections must be administered to small groups of students.
4. The Annual Assessment Window is short, and occurs at the very beginning of the school year: **August 29, 2016 – October 21, 2016.**
5. When CELDT is being administered for the purpose of Initial Identification, it must be given within 30 calendar days of the student's enrollment date.

CELDT EXAMINER QUALIFICATIONS

All individuals administering the CELDT must be academically proficient in Standard American English. Assessors must have *very little or no accent* in the pronunciation of Standard American English.

In addition, assessors should be familiar with the developmental language characteristics of children at the grade levels they are to test, **especially those who are administering the Kindergarten and First Grade assessments.** The CDE recommends that certificated teachers administer the CELDT, whenever possible.

TWO DIFFERENT TYPES OF TRAINING

The Office of Language Acquisition (OLA) has scheduled numerous opportunities for site staff to attend the two types of training for the CELDT 2016-2017 Edition. Attachments A and B contain schedules, registration information, and locations. The two types of training are:

- (1) CELDT Listening and Speaking Training, and
- (2) CELDT Reading, Writing and Test Coordination Training.

Please note that the target audiences for the two trainings differ. We ask that site administrators please:

- a. 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**
- b. Provide those persons with a copy of the appropriate schedule(s) and registration information as soon as possible. It may be appropriate for one person to attend both types of training.

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

TARGET AUDIENCE DESCRIPTORS

1. CELDT Listening and Speaking Training – Who is Required to Attend?

- Staff charged with site EL coordination responsibilities who have less than two years of experience with site EL coordination, **AND**
- Individuals who will be assessing students of any grade level in the Listening and/or Speaking domain(s) who have not attended CELDT Listening and Speaking training since the 2013-2014 school year.

After attending this training, Site EL Coordinators will then be able to conduct an abbreviated training at their own site for others not attending training this year, but who will be administering the Listening portion for any of grades 3-12. Site EL Coordinators may **NOT** conduct training at their own site for the **Speaking** portion.

2. CELDT Reading, Writing and Test Coordination Training: Who is Required to Attend?

- Staff charged with site EL coordination responsibilities who have less than two years of experience with site EL coordination, **AND**
- Individuals who will be assessing/scoring students in **Grades K and/or 1** in the Reading and/or Writing domain(s) who have never attended this training, or have never attended the portion of the training that addresses Grades K and 1, **AND**
- Individuals who will be **administering** the **Reading** and/or **Writing** domains for Grades 2-12 who have not previously attended this training or have not been trained on site by an experienced ELST or EL Coordinator, **AND**
- Individuals who will be **scoring** the **Writing** domain for any of Grades K-12 who have not attended CELDT Reading and Writing training since the 2013-2014 school year..

After attending this training, Site EL Coordinators will then be able to conduct an abbreviated training at their own site for others not attending training this year, but who will be administering (but not scoring) the Reading and Writing portion for any of grades 2-12.

PAYMENT FOR, AND STAFFING OF, CELDT ASSESSORS

- A. **It is important to discuss issues relating to pay and work hours prior to making work arrangements for CELDT assessors to assist your site. If a school wishes to contract with CELDT - trained educators who are former or current employees of the district, arrangements for compensation are the responsibility of the school principal. Site funding sources must be identified to cover these costs.**

ELSTs *MAY NOT* administer or score the 2016-2017 CELDT due to a change in their funding for the 2016-2017 school year.

Visiting teachers *MAY NOT* administer or score the CELDT. They may however release trained teachers to assess their students and score test documents.

Retired teachers may administer CELDT but must be compensated in accordance with Section 7.00 of Appendix D, which is currently \$34.39 per hour.

Trained Classified staff may administer CELDT and should be paid at their appropriate “Regular Time” hourly pay rate for assessing students.

- B. Participants in the training who are non-management and non-charter, regular district employees will be paid by OLA at the applicable (certificated or classified) hourly workshop participation rate for training time spent beyond their regular working hours. **OLA will NOT pay non-district, temporary, or retired employees for attending training. Compensation for such personnel is the responsibility of the site.**
- C. If you plan on using additional staff (e.g. temporary, retired, etc.), to assist in administering the CELDT in the fall, you will need to contact them and ensure they register and attend training this summer, if they are among the target audience. **You will**

D. be expected to use site funds to pay all such employees for attending training and assessing students.

QUESTIONS?

- About processing and payment of temporary, casual, and retired employees to assist with CELDT administration? Contact Human Resources (619) 725-8089
- About materials and logistics? Contact Sonya Hill in the Assessment Services Department at shill1@sandi.net or (619) 725-7061.
- Related to CELDT training? Call the OLA CELDT Hot Line at (619) 725-7282 or the Office of Language Acquisition at (619) 725-7264 or 7392.

Thank you for helping to ensure the proper administration of this important assessment.

Sandra Cephas
Director
Office of Language Acquisition

APPROVED:



Jim Solo
Executive Director
Leadership and Learning Division

Attachments (3)

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

CELDT 2016-2017

Listening/Speaking Training

ALL TRAININGS WILL BE HELD AT:

**SCRIPPS MESA CONFERENCE CENTER
10380 Spring Canyon Road
San Diego, CA 92131**

Sessions designated with an “E” are designed for experienced assessors who are very familiar with CELDT administration and scoring. Sessions designated with an “N” are for less experienced or new assessors. We expect that sessions for experienced assessors will take approximately 2 - 2.5 hours vs. the 2.5 - 3 hours we expect will be needed for new assessors. Experienced assessors may attend training for new assessors, if they so choose. All sessions cover assessment and scoring procedures for Grades K-12. If you are attending Reading/Writing Training the same day, note the length of lunch break and plan accordingly.

AUGUST

Session	Date	For	Time	Session	Date	For	Time
701 E	Thursday August 18	Experienced Assessors	9-11:30 am	704 N	Tuesday August 23	New Assessors	1-4 pm
702 E	Friday August 19	Experienced Assessors	1-3:30 pm	705 N	Thursday August 25	New Assessors	9-12 noon
703 N	Monday August 22	New Assessors	9-12 noon	706 N	Friday August 26	New Assessors	1-4 pm

SEPTEMBER

Session	Date	For	Time	Session	Date	For	Time
707 N	Thursday September 1	New Assessors	9-12 noon	709 N	Wednesday September 14	New Assessors	9-12 noon
708 N	Thursday September 8	New Assessors	1-4 pm	710 N	Tuesday September 20	New Assessors	1-4 pm

***Please allow plenty of time to find the location, park, and reach the training room on time.
You must be present for the entire session in order to receive a certificate of training participation.***

Questions? Call the district CELDT Hot Line at (619) 725-7282.

On-line registration via <http://sandi.net/ero> will be required for all sessions.

CELDT 2016-2017

Reading/Writing/Test Coordination Training

ALL TRAININGS WILL BE HELD AT:

SCRIPPS MESA CONFERENCE CENTER
10380 Spring Canyon Road
San Diego, CA 92131

NOTE: NEW THIS YEAR! Select your training date/time by the grade spans you will be assessing.

Start Times and End Times vary depending on grade spans!

If you are attending Listening/Speaking Training the same day, note the length of lunch break and plan accordingly.

AUGUST

Session	Date	Grade Spans	Time	Session	Date	Grade Spans	Time
601	Thursday August 18	6-12	12:30 pm -4:00 pm	604	Tuesday August 23	6-12	8:30 am – 12 Noon
602	Friday August 19	K-8	8:30 am – 12:30 pm	605	Thursday August 25	6-12	12:30 pm -4:00 pm
603	Monday August 22	K-8	12:30 pm -4:30 pm	606	Friday August 26	K-8	8:30 am – 12:30 pm

SEPTEMBER

Session	Date	Grade Spans	Time	Session	Date	Grade Spans	Time
607	Thursday September 1	6-12	12:30 pm- 4:00 pm	609	Wednesday September 14	K-8	12:30 pm -4:30 pm
608	Thursday September 8	K-8	8:30 am – 12:30 pm	610	Tuesday September 20	6-12	8:30 am – 12 Noon

**Please allow plenty of time to find the location, park, and reach the training room on time.
You must be present for the entire session in order to receive a certificate of training participation.**

Questions? Call the district CELDT Hot Line at (619) 725-7282.

On-line registration via <http://sandi.net/ero> will be required for all sessions.

Directions to Scripps Mesa Conference Center
(The “old” EB Scripps Elementary Campus)

All administration training for the 2012-2013 Edition of the California English Language Development Test (CELDT) will take place at this location.

Important Notes: Please allow sufficient driving time, especially during the morning rush hour. The Scripps Mesa Conference Center is approximately 16 miles to the north of the Eugene Brucker Education Center.

Street Address

10380 Spring Canyon Road (92131)

Driving Directions from the South

Go North on **1-15**

Take exit **#17 – MERCY RD/SCRIPPS POWAY PARKWAY** – go **0.4 mi**

Turn Right on **SCRIPPS POWAY PARKWAY** – go **0.9 mi**

Turn Right on **SPRING CANYON ROAD** – go **0.1 mi**

Turn Left at the first light **N. BROOKVILLE DR.** and drive into the parking lot.

Note: The Scripps Mesa Conference Center shares space with Innovations Academy Charter School.