

ADMINISTRATIVE CIRCULAR NO. 62
Office of Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 19, 2019

To: All School Principals, Division and Department Heads

Subject: RETURN OF 2018-19 ELPAC 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 7, 2019
Year-Round Calendar Schools: June 28, 2019

Reference: None

Action Requested: Return 2018-19 ELPAC test materials and the *Principal's Certification Form* to the Assessment Services Department.

Brief Explanation:

The California Department of Education (CDE) has directed districts to retrieve all 2018-19 Summative English Language Proficiency Assessments for California (ELPAC) test materials and used 2018-19 Initial ELPAC test materials. Any unused Initial ELPAC test books, unused Initial ELPAC answer books, and Initial ELPAC examiner's manuals may be used for the following school year's Initial ELPAC administration. Therefore, schools must securely store unused Initial ELPAC materials onsite for future testing.

The following ELPAC materials must be returned to Assessment Services by the required deadlines:

Summative ELPAC Materials to Return	Initial ELPAC Materials to Return
<ul style="list-style-type: none">• Used Test Books• Unused Test Books• Unused Answer Books (K-12)• Voided Answer Books• Examiner's Manuals	<ul style="list-style-type: none">• Used Test Books• Voided Answer Books• Used Answer Books

The ELPAC materials to be returned, along with the *Principal's Certification Form*, must be **hand-delivered** to Assessment Services, Annex 3, by June 7, 2019 for schools on the traditional calendar, and by June 28, 2019 for schools on the year-round calendar. Materials may be returned between 7:30 a.m. and 4:00 p.m. Monday through Friday. ELPAC materials are **not** to be returned via school mail or truck delivery.

If you have any questions, please contact Ann Runge at 619-725-7059 or arunge@sandi.net.

Erin Gordon
Director
Assessment Services

APPROVED:

A handwritten signature in black ink, appearing to read 'W-R-B' with a stylized flourish at the end.

Wendy Ranck-Buhr
Instructional Support Officer
Office of Leadership and Learning

EG:bn

Attachments

Distribution: Lists A, D, E, and F