

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 13, 2019

To: All Principals

Subject: INITIAL ELPAC TRAINING: 2019-2020 SCHOOL YEAR

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

Due Date: **Immediate Distribution**

Reference:

Action Requested: Identify the staff members at your school (or associated with your school) who must attend the Initial ELPAC 2019-2020 Reading and Writing Training and/or the Listening and Speaking Training, and have them register to do so prior to the selected training date(s).

Attachments: Initial ELPAC 2019-2020 Training Schedule

Brief Explanation:

The California Department of Education (CDE) has mandated that, for school year 2019-2020, the district use the new *English Language Proficiency Assessments for California (ELPAC)* to conduct its Initial Assessment of newly enrolled (to California) TK-12 Students from homes where a language other than English is frequently used.

Conducting Initial ELPAC assessments within timelines can be challenging. Principals should take the issues below into consideration and be strategic in planning sufficient staff. Please be sure to send a sufficient number of individuals to Initial ELPAC administration training:

1. The Initial ELPAC must be administered within 30 calendar days of the student's enrollment date. (Annual Assessments will be given to continuing English Learners in February and March of 2020 when they will take the ELPAC Summative Assessment.)
2. All four domains of ELPAC must be administered to each student.
3. Certain domains and grade spans must be administered individually.
4. The Initial ELPAC is a shorter version of the ELPAC Summative Assessment (SA)

All individuals administering the ELPAC 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 ELPAC, whenever possible.

TWO DIFFERENT TYPES OF TRAINING

The Office of Language Acquisition (OLA) has scheduled 12 opportunities for site staff to attend two types of training for the Initial ELPAC. Attachment A contains schedules, registration information, and locations. The two types of training are:

1. Initial ELPAC Reading and Writing
2. Initial ELPAC Listening and Speaking

Please note that the target audience 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 Initial ELPAC Training Schedule and registration information as soon as possible. It may be appropriate for one person to attend both trainings.

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. Initial ELPAC Reading and Writing Training – Who is required to attend?

- Staff charged with site EL coordination responsibilities, **AND**
- Individuals who will be assessing and scoring students in the Reading and Writing domains.

2. Initial ELPAC Listening and Speaking – Who is required to attend?

- Staff charged with site EL coordination responsibilities, **AND**
- Individuals who will be assessing students in the Listening and Speaking domains.

PAYMENT FOR, AND STAFFING OF, ELPAC ASSESSORS

- A. **It is important to discuss issues relating to pay and work hours up front, when arranging for ELPAC assessors to assist your site. Pursuant to the side letter agreement with SDEA, the following process shall be used in the following order:**
 - a. **The Principal must ask the classroom teacher if he/she prefers to conduct the ELPAC testing on his/her own students. If the teacher agrees to conduct the ELPAC testing, the teacher must first attend the ELPAC training (if he/she has not previously completed the training). A Visiting Teacher will be hired to cover the teacher’s classroom while the teacher conducts any individual portions of the ELPAC testing. A visiting teacher does not need to be provided for whole class assessment periods, but a proctor will be provided in accordance with ELPAC guidelines.**
 - b. **If the teacher declines to conduct the ELPAC testing for his/her own students, the Principal must use the SAMS system to select an ELPAC trained retired visiting teacher who is willing to conduct ELPAC testing.**

- c. **If a retired visiting teacher cannot be hired, a regular (non-retired) visiting teacher that has been ELPAC trained can be hired to conduct ELPAC testing.**
- B. **If a school wishes to contract with ELPAC – 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.**
- C. **Retired teachers who administer Initial ELPAC must be compensated in accordance with SDEA contract Appendix D, Section 7.00, which is currently \$36.49 per hour.**
- D. **If the classroom teacher does not want to conduct the ELPAC testing of his/her students, and a retired visiting teacher is not available, trained Classified staff may administer Initial ELPAC. They should be paid at their appropriate “Regular Time” hourly pay rate for assessing students.**
- E. Participants in the training who are non-management, 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.**
- F. If you plan on using additional staff (e.g. retired, visiting, etc.) to assist in administering the Initial ELPAC 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 be expected to use site funds to pay all such employees for attending training and assessing students.**
- G. Trained Initial ELPAC assessors can be requested through the SAMS system. Questions regarding SAMS should be directed to HR.

QUESTIONS?

- About processing and payment of temporary, casual, and retired employees to assist with ELPAC administration? Contact Human Resources at (619) 725-8089.
- About materials and logistics? Contact Assessment Services Department at (619) 725-7065.
- Related to Initial ELPAC Test Administration? Call the Office of Language Acquisition (619) 725-7264 or (619) 725-7392.

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APPROVED:



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