

**ADMINISTRATIVE CIRCULAR NO. 210**

Leadership and Learning  
Office of Language Acquisition

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** May 3, 2021

**To:** All Principals with TK/4 Early Learning Programs

**Subject:** INITIAL & SUMMATIVE ELPAC TESTING OF TK/4 [ETK] STUDENTS

**Department and/or Persons Concerned:** Principals, Vice Principals, Site English Learner Coordinators  
ELPAC Test Coordinators, School Clerks

**Due Date:** Immediately

**Reference:** None

**Action Requested:** Identify [ETK/4] students within full day TK/4 classrooms, who turn 5 between December 3 and the last day of school; refer to Home Language Survey and verify responses to questions 1, 2, and/or 4 to see if they indicate a language other than English; if so, student needs to be assessed with the Initial ELPAC, and if applicable with the Summative ELPAC.

**Brief Explanation:**

The following information is provided for sites that have TK/4 students that turn 5 within the school year. Action will be needed once the TK4 student turns 5 years old. As this is the initial launch of the Early Learning TK/4 classroom model, a new protocol for assessing TK/4 students has been developed to support the administration of the ELPAC assessment.

The California Department of Education (CDE) has mandated that the district use the *English Language Proficiency Assessments for California (ELPAC)* to conduct its Initial Assessment of newly enrolled students at a California public school TK-12 whose primary language is a language other than English. This mandate is inclusive for students meeting the birthdate criteria for ETK within the TK/4 classroom.

Once the TK/4 student turns 5, between December 3 and the last day of school, please address to the following:

- Check the Home Language Survey (HLS) and verify that it indicates a language other than English for questions 1, 2, and/or 4, if these are indicated, then
- Administer the Initial ELPAC
  - If Initial ELPAC results are **Novice** or **Intermediate**, TK/4 students will receive an English Learner (EL) status.

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- All TK/4 students with an EL status are also required to take the Summative ELPAC from February 1 to May 31.

To ensure every English learner is assessed with the Initial ELPAC (within 30 calendar days) and Summative ELPAC (if applicable), sites must have an ELPAC assessor. Both the Initial and Summative ELPAC are computer-based assessments, with the exception of the writing domain for Transitional Kindergarten.

### TK/4 Site Responsibilities:

- School sites must have families complete the Home Language Survey (HLS) when a student turns five years of age (between December 3 and the last day of school) within the TK/4 classroom.
- The information from the (HLS) must be entered into PowerSchool by the individual school site.
- If a language other than English is indicated on the [HLS](#) for questions 1, 2, and/or 4, students will appear on your TOMS Initial ELPAC Eligibility list and must be assessed with the [Initial ELPAC](#).
- All students turning five must be assessed within 30 calendar days and sites must run the TOMS Eligibility report weekly. Notify [parents/guardians](#) prior to test administration.
- If Initial ELPAC results are **Novice** or **Intermediate**, students will receive an English Learner (EL) status. Notify parents/guardians of the results.
- EL students must receive daily designated and integrated English Language Development (ELD).
- EL students will take the [Summative ELPAC](#) annually (February 1 - May 31) until they reclassify. Notify parents/guardians prior to test administration.

### Moodle Training:

The CDE recommends that certificated teachers administer the Initial and the Summative ELPAC, whenever possible. All ELPAC training is to be completed online through the Moodle platform. All training participants must meet the [calibration minimum requirements](#) in order to be certified to administer the Initial ELPAC and as well as complete the [Moodle Summative ELPAC training](#).

### CDE requires:

- Assessors to complete training for both Initial and Summative ELPAC every year;
- Initial ELPAC assessments to be completed within 30 calendar days of a student turning 5 within the TK/4 classroom between December 3 and the last day of school. TK/4 students become eligible for ELPAC assessment on their 5th birthday.
- Summative ELPAC to be completed by May 31, 2021, for students who are identified as English Learners with the score of **Novice** or **Intermediate** in the Initial ELPAC.

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### **QUESTIONS**

- About ELPAC materials and logistics, contact Assessment Services Department / Anne Runge at [arunge@sandi.net](mailto:arunge@sandi.net).
- Related to Initial and Summative ELPAC Test Training and Administration, email the Office of Language Acquisition at [ola@sandi.net](mailto:ola@sandi.net), Bonnie Doherty at [bdoherty@sandi.net](mailto:bdoherty@sandi.net), or Nevada Allen at [nallen@sandi.net](mailto:nallen@sandi.net).
- Early Learning TK/4 program, contact: [earlylearning@sandi.net](mailto:earlylearning@sandi.net).

APPROVED:

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