

**SAN DIEGO CITY SCHOOLS**

**Date:** January 20, 2006

**To:** Elementary and Middle Level School Principals

**Subject:** SPRING 2006 ADMINISTRATION OF CALIFORNIA STAR WRITING STANDARDS ASSESSMENT: GRADES 4 AND 7

**Department and/or Persons Concerned:** Principals, Vice Principals, Writing Assessment Test Coordinators and Head Counselors

**Due Date:** All schools: March 8, 2006

**Reference:** Site Operations Circular No. 1029, Office of the Deputy Superintendent, dated December 15, 2005; Administrative Circular No. 10, Office of the Superintendent, dated August 25, 2005.

**Action Requested:** Administer STAR Writing Assessment, Grades 4 and 7

**Brief Explanation:**

This circular provides background information and test administration details for the STAR English Language Arts (ELA) Writing Assessment.

**A. Background/Format**

The California Standardized Testing and Reporting Program (STAR) was established by Senate Bill 376 in 1997, amended by Senate Bill 366 in 1999, and reauthorized by Senate Bill 233 in 2001. The Star Program requires that all public school districts in California administer standardized tests, designated by the State Board of Education (SBE), to all students in grades 2 through 11. The ELA Writing Test is part of the STAR Program and is mandated at grades 4 and 7. Materials for the Writing Assessment will consist of test booklets and *Directions for Administering the California Writing Standards Tests*. All test booklets will include the writing prompt, directions for responding to the writing prompt, and pages for students to plan and write a response to the prompt. Required student demographic data fields are identical to those required for the STAR California Standards Tests (CSTs) and CAT/6 Survey.

**B. Testing Schedule**

This test is a **state mandated** test and all students, grades 4 and 7, are to be tested with the STAR California Standards Writing Test on March 7 with a make-up day on March 8, 2006. Test materials are due to arrive at school sites by audio-visual delivery truck no less than 5 nor more than 10 days in advance of the first day of testing, March 7, 2006.

**C. Who Must Test?**

All students, grades 4 and 7, who are enrolled in California Public Schools, on March 7 and 8, are to be administered the California Writing Standards Test. These students must also take the STAR multiple-choice tests and other CST's later in the year. In addition, students in charter schools, continuation schools, independent study, hospital instruction, home schooling, and/or community

day school must be tested. A credentialed staff member must test all students. **Braille and Large Print** versions of the Writing Standards Test are available. Contact Denise Ormsbee at (619) 725-7059 or at [dormsbee@sandi.net](mailto:dormsbee@sandi.net) immediately if you have not yet ordered these special tests for your students. Accommodations and modifications for Special Education students' participation in STAR in 2006, see Attachment C, is to occur in one of the following ways:

- participation through accommodation(s) per the student's IEP or 504 Plan (Attachment C),
- no participation in STAR based on a parent/guardian exemption request (Attachment A),
- participation in the California Alternate Performance Assessment (CAPA), or
- full participation in STAR.

#### **D. Administration of Examinations**

**It is imperative that all instructions in the *SDCS Annotated Site Coordinator's Manual and the Directions for Administration* are followed carefully;** particularly those sections that describe testing and security procedures (including procedures for the safekeeping and accounting of all test materials). It is critical that persons administering the test are completely familiar with the directions in the manual for sorting, packaging, and returning the STAR Writing Assessment materials to the Testing Unit.

The Writing Standards Test will be matched with the English Language Arts Standards Test at grades 4 and 7 to determine a CST ELA performance level for students at these grades. It is essential that each student's name, CSIS number, 9-digit or 5-digit district ID number, birth date and grade be entered identically on both test documents. A list of students' names, birth dates, gender and grades as entered on the writing test booklet should be used to verify the accuracy of coding on the second document. It is permissible to make a photocopy of the back page of the first test administered to determine how to code the second test taken. This applies ONLY to those students using non-barcoded answer documents. **The CST Writing Assessment does not require the submission of a test booklet for every child enrolled at your site on the first day of testing, March 7. However, each site must account for each grade 4 and/or grade 7 student enrolled on March 7 on the apportionment form, whether the student attempted the test or not. Only students who engaged the Writing Assessment, including students given the opportunity but "refusing to participate," must have a student booklet submitted, with both demographic pages completed if the booklet is not pre-coded, as a scannable document.** Additional Writing Assessment booklets, if needed, can be ordered using Attachment E.

**Only responses that are hand written in the booklets using the SDCS #2 white pencil, or its equivalent, will be scanned and scored. Do not** allow students to use felt pens, crayons, ballpoint pens, etc. If students with IEPs or Section 504 Plans typed their responses, including computer printed responses, Section 26 must be marked for the accommodation or modification or the test will not be scored. Insert the typed pages inside the front cover of the Writing Prompt and Response Booklet. No loose papers will be accepted, and booklets with papers taped, stapled, or pasted to the pages will not be scored. Schools who paste typed or computer generated pages into the test booklet will be required to come to Annex 10 to complete new test booklets into which they will be required to transcribe student responses by hand. The grade 4 and 7 writing tests are **untimed**, however, it is recommended that schools plan around the 65 minute time-frame (plus 10 minutes for distribution of materials, giving directions, and counting and collecting all test materials). Students must complete the writing task as a first draft response done in a single sitting.

### **E. Return of Test Materials**

**All test materials must be returned to Annex 10 located at the Eugene Brucker Education Center no later than 4:30 p.m. on March 8, 2006. (Note: all STAR Writing Assessment testing must be done on March 7 and completed for students absent that day on the make-up day, March 8.)**

Test materials must not be returned by district truck delivery or by school mail. Materials must be packaged as described in the annotated Test Site Coordinator's manual. Scorable and non-scorable materials must be packed separately and labeled as "scorable" or "non-scorable." **Place the Master File Sheet at the top of box one of the scorable materials. Do NOT seal the boxes.** Schools need to ensure that all directions in this circular, the *SDCS Annotated Test Site Coordinator's Manual*, and other materials provided by the state are closely followed to ensure correct processing and packaging of STAR Writing Assessment test materials.

### **F. Mandated Cost Activities Time Log**

It is essential that all staff members, permanent or hourly, complete the Reimbursable Activities Time Log – STAR (Attachment D), if they had some association with the *STAR Writing Assessment*. The Reimbursable Activities Training (Attachment D) may be used to conduct any large training session(s) for examiners/proctors. It may be more expedient to use the Training sign-in sheet to account for teacher/examiner training time required to administer the Writing CST. These forms enable your site to receive 20 percent of the district's paid reimbursement claim that is attributable to your site's reimbursable activity for each state-mandated activity. In addition, your site will receive 100 percent of the time spent completing each time log as noted at the bottom of the sheet.

Contact the Mandated Cost Unit at (619) 725-7568 if you need further information on the Mandated Reimbursement Program.

### **G. Certification of Security and Required Information on Number of Students Tested:**

- The principal must complete and **sign (in both places)** the attached Principal's Certification/Appportionment Form (Attachment B) and return it in the special RED envelope (which will be provided by the Testing Unit) along with all signed, original copies of the "STAR Test Security Affidavits" (one for each person who had access to secure test materials, including the Test Site Coordinator and custodian).

Please note that the Principal's Certification/Appportionment form needs exact counts for each grade level tested. The State of California expects **all** grade 4 and 7 students enrolled at your site on March 7 to participate in the Writing Standards test. You are **not** required to submit a CST Writing Prompt booklet for scoring for the limited number of ILS and PACE students, who will be taking the California Alternate Performance Assessment (CAPA). Any pre-coded CST Writing booklets for students participating through CAPA should be marked "VOID-CAPA" and submitted with the non-scorable materials. Any pre-coded CST Writing booklets for students exempted from the Writing CST by a parent or guardian should be marked "VOID-PARENT EXEMPTED" and submitted with the non-scorable materials. Pre-coded booklets for students absent both days are to be marked "VOID – ABSENT" and returned with the non-scorable materials. Students "**refusing**" to engage the Writing Assessment should be marked "VOID-REFUSED" and returned with the non-scorable materials. Students, who participate using accommodations and/or modifications per their IEP or 504 Plan, if the accommodation or

modification is utilized, should indicate the accommodation(s) and/or modification(s) used in **Section 26, *Special Testing Conditions***.

- The Test Site Coordinator is responsible for delivering and submitting the required documents described above in the special **red envelope** provided by Testing Unit personnel at the same time as all other Writing materials are returned to Annex 10. **The red envelope with these documents is not to be packed in cartons with other test materials.** It is to be hand delivered to the receiving person when returning your school's test materials. Sites should make a copy of all documents for their files.

STAR tests are used for assessing individual pupil achievement and program progress. Please explain this to your teachers/examiners and encourage them to instruct their pupils to do as well as possible and to observe pupils to ensure that they are following proper instructions.

If you have any questions regarding information in this circular, call or email Nick Bohl at (619) 725-7068 (nbohl@sandi.net), Denise Ormsbee at (619) 725-7059 (dormsbee@sandi.net), or Bob Raines, the district STAR coordinator at (619) 725-7058 (braines@sandi.net). If you need additional test materials, please email your request to Barbara Wade (bwade@sandi.net) or by fax (619) 725-7070 using Attachment E.

Robert Raines  
Program Manager  
Assessment Services

APPROVED:



Geno Flores  
Deputy Superintendent

Attachments (5)

Distribution: Lists B, E, and F

SAN DIEGO CITY SCHOOLS  
Office of the Deputy Superintendent  
Standards, Assessment, and Accountability Division  
Assessment Services

**PARENT/GUARDIAN REQUEST TO EXEMPT STUDENT**  
**From Assessment(s) Administered**  
**as Part of District Testing, 2005 – 2006 School Year**

After due consideration, I as parent/guardian of \_\_\_\_\_ ,  
(Student Name)

a student attending \_\_\_\_\_ ,  
(School Name)

request that the above-named student be exempted from participating in one or more of the assessments being administered during the 2005-2006 school year.

**Please DO NOT ADMINISTER the assessments which I have initialed below:**

\_\_\_\_\_ California Standards Tests

\_\_\_\_\_ English Language Arts      \_\_\_\_\_ Mathematics

\_\_\_\_\_ History-Social Science      \_\_\_\_\_ Science

\_\_\_\_\_ *California Achievement Test, Sixth Edition Survey (CAT/6 Survey) – All subtests (Grades 3 and 7 only)*

\_\_\_\_\_ Reading/Language Subtest      \_\_\_\_\_ Spelling Subtest

\_\_\_\_\_ Mathematics Subtest      \_\_\_\_\_ Science Subtest

\_\_\_\_\_ *California Alternate Performance Assessment (CAPA)*

\_\_\_\_\_ English Language Arts      \_\_\_\_\_ Mathematics      \_\_\_\_\_ Science

\_\_\_\_\_ *Aprenda, Third Edition (Aprenda 3) – All subtests*

\_\_\_\_\_ Reading Subtests      \_\_\_\_\_ Language Subtest      \_\_\_\_\_ Spelling Subtest

\_\_\_\_\_ Mathematics Subtests

\_\_\_\_\_ Standardized Testing and Reporting (STAR) Writing Assessment  
(Grades 4 and 7 only)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

**Keep ORIGINAL on file. Give a COPY to parent/guardian**

SAN DIEGO CITY SCHOOLS  
Oficina del Superintendente Adjunto  
División de Criterios, Evaluación y Rendición de Cuentas  
Oficina de Pruebas

**SOLICITUD DEL PADRE/TUTOR PARA EXENTAR AL ALUMNO  
de la(s) evaluación(es) aplicadas  
como parte del Programa de Pruebas del Distrito, Año Escolar 2005 – 2006**

Después de considerar el asunto, yo, padre/madre/tutor de \_\_\_\_\_,  
(Nombre del Alumno)

alumno que asiste a \_\_\_\_\_,  
(Nombre de la Escuela)

solicito se le excuse de participar en una o más de las evaluaciones que se aplicarán durante el año escolar 2005-2006.

**Por favor NO APLIQUE las evaluaciones junto a las cuales he puesto mis iniciales abajo:**

\_\_\_\_\_ Pruebas de Criterios de California

\_\_\_\_\_ Lenguaje/Inglés                      \_\_\_\_\_ Matemáticas

\_\_\_\_\_ Historia-Ciencias Sociales      \_\_\_\_\_ Ciencias

\_\_\_\_\_ *Prueba de Aptitud de California, Encuesta de la Sexta Edición* (Encuesta CAT/6) –  
Todas las secciones (Sólo para el 3° y 7° grado)

\_\_\_\_\_ Sección Lectura/Lenguaje      \_\_\_\_\_ Sección Ortografía

\_\_\_\_\_ Sección Matemáticas      \_\_\_\_\_ Sección Ciencias

\_\_\_\_\_ *Evaluación Alternativa de Desempeño de California (CAPA)*

\_\_\_\_\_ Lenguaje/Inglés      \_\_\_\_\_ Matemáticas      \_\_\_\_\_ Ciencias

\_\_\_\_\_ *Aprenda, Tercera Edición (Aprenda 3)* – Todas las secciones

\_\_\_\_\_ Secciones Lectura      \_\_\_\_\_ Sección Lenguaje      \_\_\_\_\_ Sección Ortografía

\_\_\_\_\_ Secciones Matemáticas

\_\_\_\_\_ Pruebas Estándar e Informes (STAR) Evaluación de Escritura  
(Sólo para el 4° y 7° grado)

\_\_\_\_\_  
(Firma del Padre/Madre/Tutor)

\_\_\_\_\_  
(Fecha)

**Keep ORIGINAL on file. Give a COPY to parent/guardian**



**San Diego Unified School District**

**STAR 2006 Writing Assessment Apportionment Reporting Form**

**CST WRITING ASSESSMENT**

Each school **shall** report to the Testing Unit information relevant to the numbers of students tested with the STAR Writing Assessment.

Categories		Grade <b>4</b>	Grade <b>7</b>
A	<b>Enrollment on March 7.</b> (Number <u>enrolled</u> , not in attendance.)		
B	Writing Assessment: Number of students that will be tested with the <b>CAPA</b> . (Do not submit a booklet for scoring for these students. Mark any pre-coded booklets as "VOID-CAPA" and return with the non-scorable documents!)		
C	Writing Assessment: Number of students <b>EXEMPTED</b> by parent or guardian by written request. (Do not submit a booklet for scoring for these students. Mark any pre-coded booklets as "VOID-EXEMPTED" and return with the non-scorable documents!)		
D	Writing Assessment: Number of students <b>ABSENT</b> for both days of testing. (Do not submit a booklet for scoring for these students. Mark any pre-coded booklets as "VOID-ABSENT" and return with the non-scorable documents!)		
E	Writing Assessment: Number of students <b>REFUSING</b> to take the test. (Do not submit a booklet for scoring for these students. There should be absolutely <b>NO</b> marks in these booklets. Mark any pre-coded booklets as "VOID-REFUSED" and return with the non-scorable documents!)		
F	Writing Assessment: <b>Number of Booklets submitted for scanning.</b> [This is a physical count of the scannable documents and should match the SGIS count. This number most likely will <b>not</b> match the number in box A!]		

**Submit this form, with both sides completed and signed, in the RED ENVELOPE when returning the Writing Assessment materials to Annex 10 on March 8.**

**School:** \_\_\_\_\_

**Principal's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**STAR Site Coordinator's Signature:** \_\_\_\_\_

### Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments

Test Variation (1)/Accommodation (2)/ Modification (3)	CAT/6	STAR CST	APRENDA 3	CAHSEE	CELDT	Physical Fitness
<b>Presentation</b>						
Braille transcriptions provided by the test contractor	2	2	2	2	2	Not applicable
Large print versions	2	2	2	2	2	Not applicable
Test items enlarged if font larger than required on large print versions						
Visual magnifying equipment	1	1	1	1	1	Not applicable
Audio amplification equipment	1	1	1	1	1	1
Test administration directions that are simplified or clarified (does not apply to test questions)	ALL	ALL	ALL	ALL	ALL	ALL
Manually Coded English or American Sign Language to present directions for administration (does not apply to test questions)	1	1	1	1	1	1
Test questions read aloud to student or audio presentation (CD)	2 Math, Science	2 Math, Science, History-Social Science	2 Math	2 Math	2 Writing	Not applicable
	3 Reading, Language, Spelling	3 ELA	3 Reading, Language, Spelling	3 ELA	3 Reading	
Manually Coded English or American Sign Language to present test questions	2 Math, Science	2 Math, Science, History-Social Science	2 Math	2 Math	2 Writing	Not applicable
	3 Reading, Language, Spelling	3 ELA	3 Reading, Language, Spelling	3 ELA	3 Reading, Listening, Speaking	
Noise buffers (e.g., individual corral or study enclosure)	1	1	1	1	1	Not applicable
Special lighting or acoustics; special or adaptive furniture	1	1	1	1	1	Not applicable
<b>Timing/Scheduling</b>						
Extra time on a test within a testing day	2	ALL	2	ALL	ALL	ALL
Test over more than one day for a test or test part to be administered in a single sitting	2	2	2	2	2	Not applicable
Supervised breaks within a section of the test	2	2	2	2	2	Not applicable
Administer the test at the most beneficial time of day to the student	2	2	2	2	2	2
<b>Setting</b>						
Test individual student separately, provided that a test examiner directly supervises the student	1	1	1	1	1	1
Test in small group	1	1	1	1	1	1
Test administered at home or in hospital by a test examiner	2	2	2	2	2	2

**ALL** = These test variations may be provided to all students.

**Test Variation (1)** = Eligible students may have testing variations if regularly used in the classroom.

**Accommodation (2)** = Eligible students shall be permitted to take the examination with **accommodations** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

**Modification (3)** = For the **STAR** Program and **CELDT**, eligible students shall be permitted to take the tests with **modifications** if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the **CAHSEE** with **modifications** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

January 4, 2006

**Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments**

Test Variation (1)/Accommodation (2)/ Modification (3)	CAT/6	STAR CST	APRENDA 3	CAHSEE	CELDT	Physical Fitness
<b>Response</b>						
Student marks responses in test booklet and responses are transferred to a scorable answer document by an employee of the school, district, or nonpublic school	2	2	2	2	2	Not applicable
Responses dictated [orally, or in Manually coded English or American Sign Language] to a scribe for selected-response items (multiple-choice questions)	2	2	2	2	2	Not applicable
Essay responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter and the student provides all spelling and language conventions	Not applicable	2	Not applicable	2	2	Not applicable
Essay responses dictated orally, in Manually Coded English, or in American Sign Language to a scribe, [audio recorder, or speech-to-text converter] (scribe provides spelling, grammar and language conventions).	Not applicable	3	Not applicable	3	3	Not applicable
<b>Use of Aids or Tools</b>						
Student marks in test booklet (other than responses)	2 Grades 4-11 For grades 2, 3 -- must be erased to avoid scanning interference	ALL Grades 4-11 1 for grades 2, 3 -- must be erased to avoid scanning interference	2 Grades 4-11 For grades 2, 3 -- must be erased to avoid scanning interference	ALL	ALL Grades 3-12 K-Grade 2: Red ball point pen only, test booklets may not be used again	Not applicable
Dictionary	3	3	3	3	3	Not applicable
Word processing software with spell and grammar check tools turned off for the essay responses (writing portion of the test)	Not applicable	2	Not applicable	2	2	Not applicable
Word processing software with spell and grammar check tools enabled on the essay responses (writing portion of test)	Not applicable	3	Not applicable	3	3	Not applicable
Assistive device that does not interfere with the independent work of the student on the multiple-choice and/or essay responses (writing portion of the test)	2	2	2	2	2	Not applicable
Assistive device that interferes with the independent work of the student on the multiple-choice and/or essay responses	3	3	3	3	3	Not applicable
Calculators on the mathematics or science tests	3	3	3	3	Not applicable	Not applicable
Arithmetic tables on the mathematics or science tests	3	3	3	3	Not applicable	Not applicable
Math manipulatives on the mathematics or science tests	3	3	3	3	Not applicable	Not applicable
Colored overlay, mask, or other means to maintain visual attention	1	1	1	1	1	Not applicable
<b>Other</b>						
Unlisted accommodation or modification	Call testing office	Call testing office	Call testing office	Call testing office	Call testing office	Call testing office

**ALL** = These test variations may be provided to all students.

**Test Variation (1)** = Eligible students may have testing variations if regularly used in the classroom.

**Accommodation (2)** = Eligible students shall be permitted to take the examination with **accommodations** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

**Modification (3)** = For the **STAR** Program and **CELDT**, eligible students shall be permitted to take the tests with **modifications** if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the **CAHSEE** with **modifications** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

January 4, 2006

**Test Variations for Administration of California Statewide Assessments for English Learners\***

Test Variation	STAR		CAHSEE	Physical Fitness
	CAT/6	CST		
Hear the test directions printed in the test administration manual translated into the student's primary language. Ask clarifying questions about the test directions in the student's primary language.	Variation Allowed	Variation Allowed	Variation Allowed	Variation Allowed
Additional supervised breaks within a testing day <u>or</u> following each section (STAR) within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.	Variation Allowed	Variation Allowed	Variation Allowed	Not Applicable
ELs may have the opportunity to be tested separately with other ELs provided that the student is directly supervised by an employee of the school who has signed the test security affidavit and the student has been provided such a flexible setting as part of his/her regular instruction or assessment.	Variation Allowed	Variation Allowed	Variation Allowed	Variation Allowed
Access to translation glossaries/word lists (English-to-primary language). Glossaries/word lists shall not include definitions or formulas.	Not allowed	Variation Allowed Math, science, history- social science	Variation Allowed	Not applicable
		Not allowed ELA		

January 4, 2006

\* Because the CELDT is a test specifically for English Learners, there are no separate guidelines for administering the CELDT to this population. Please refer to the *Test Variations/Accommodations/Modifications for the Administration of California Statewide Assessments* for additional variations for all students, including English Learners.

For District Use Only Entered by _____
---

**REIMBURSABLE ACTIVITIES TIME LOG - Standardized Testing and Reporting (STAR)**  
(Exams include: CAT-6; CAPA; APRENDA 3; California Standards Tests - CSTs)

**Employee Name:** \_\_\_\_\_  
(PLEASE PRINT)

**Site:** \_\_\_\_\_

**Month & Year:** \_\_\_\_\_

Please note the time spent on each activity under the corresponding date. *Please indicate whether minutes or hours.*

Activity Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																															
2																															
3																															
4																															
5																															

- Code 1 Training:** Reviewing the requirements of the STAR program and conducting or preparing for training sessions. [Please use a Training Log (form STAR-4) for school district personnel attending training for test administration.]
- Code 2 Test Materials, Materials, Supplies and Equipment:** Acquiring test program materials, supplies, and/or equipment including contracting with test publisher, inventorying, distributing test materials, collecting, processing, and shipment of used and unused materials.
- Code 3 Pretest and Posttest Coordination:** Designating district and site STAR coordinator, distributing and collecting security agreements and allocating resources and personnel to transport, store and secure test materials. Determining students to be assessed and assuring proper accommodations and/or alternative assessments are provided to students with exceptional needs.
- Code 4 Test Administration:** Planning, conducting and monitoring administration of test during appropriate testing window(s) and in accordance with procedures developed by publisher and Testing Unit.
- Code 5 Reporting and Record-Keeping:**
  - A. Entering test scores into individual pupil records prior to subsequent STARs administered. Analyze test results for possible errors.
  - B. Reporting test results to staff and parents within 30 days of test in English and the native language of the parents.
  - C. Providing the publisher of STAR with test results for each pupil tested, requesting additional test result reports from central office as needed.

The State of California requires that school district personnel maintain a record of time spent on mandates in order for the district to receive reimbursement. Your signature on this form certifies your participation in the activity and that you have reported actual time.

**Please indicate the number of minutes spent filling out this log:**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ 1 Min.  5 Min.  10 Min.  15 Min.  Other: \_\_\_\_\_

Please return the completed form to: Mandated Cost Unit, Room # 3160, Ed Center

*(PLEASE CALL THE DISTRICT'S MANDATED COST UNIT AT (619) 725-7568 FOR INFORMATION ON THE REIMBURSEMENT INCENTIVE PROGRAM)*



**San Diego City Schools**  
Office of the Deputy Superintendent

**Assessment Services**

**2006 STAR CST Writing Assessment  
Request for Additional CST Writing Materials**

SCHOOL: \_\_\_\_\_

TEST SITE COORDINATOR: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

<b>STAR Secure Materials</b>	<b># Requested</b>	<b># Delivered</b>
Grade 4: <i>Writing Booklets</i>		
Grade 4: <i>Directions for Administration</i>		
Grade 7: <i>Writing Booklets</i>		
Grade 7: <i>Directions for Administration</i>		

**FAX TO: Barbara Wade: (619) 725-7070**

\* Please, remember to order only what you need. Schools not adhering to the "90% Use" rule may be assessed an overage charge for those materials ordered but not used in excess of 90%.