

ADMINISTRATION CIRCULAR NO. 101
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: April 19, 2006

To: Principals; Division and Department Heads

Subject: NEW ACCESS TO CELDT SCORES OF TRANSFER STUDENTS THROUGH COUNTY DATA SHARING SYSTEM (*CELDT SEARCH*)

Department and/or Persons Concerned: Principals and school site personnel involved in securing CELDT scores from other schools and districts

Due Date: May 1, 2006

Reference: Board of Education approval of Memorandum of Agreement between San Diego City Schools and the San Diego County Office of Education on March 28, 2006

Action Requested: Assign appropriate site person to attend May training session

Brief Explanation:

The district has agreed to participate in a data sharing agreement with the San Diego County Office of Education (SDCOE) that will facilitate access to CELDT results across county districts and schools. Called the *CELDT Search Data Sharing System*, this central depository of CELDT results can be used by any district that chooses to participate in the system. Schools will no longer need to call or fax out-of-district schools for this information IF the new enrollee comes from a district that participates in the system; most districts in San Diego County have chosen to participate. Attached is an overview of the CELDT Search Data Sharing System.

Staff Training. One person per site (we suggest a site clerk/tech or EL coordinator), designated by the principal, is invited to attend a 30-minute training session on this very user-friendly system. **Reservations are required to ensure enough computers for all participants.** For reservations, please contact Michelle Seabury at (619) 725-7374 or by email at mseabury@sandi.net by May 1, 2006 (or as soon as possible for year-round sites).

Training Sessions for *CELDT Search*

Date	Time	Location	Date	Time	Location
May 2	2:00-2:30		May 11	2:00-2:30	
May 2	2:45-3:15	Joe Rindone Regional Technology Center	May 11	2:45-3:15	Joe Rindone Regional Technology Center
May 3	2:00-2:30	San Diego County Office of Education	May 16	2:00-2:30	San Diego County Office of Education
May 3	2:45-3:15	6401 Linda Vista Rd.	May 16	2:45-3:15	6401 Linda Vista Rd.
May 8	2:00-2:30				
May 8	2:45-3:15				

System Password. Participants at the training will be given the password to this system. In addition, the password will be emailed to all principals by May 2, 2006 (the first day of training). No demographic information will be attached to students' names or results. However, all assessment data are protected by student privacy legislation, and access to them can be given only to authorized school staff. Other participating districts must also agree to these provisions before accessing *our* district's CELDT scores.

If you have any further questions, please call Michelle Seabury in the Research and Reporting Department at (619) 725-7374.

Susie Millett
Director
Program Studies Department

APPROVED:



Geno Flores
Deputy Superintendent

SM

Attachments (1)

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



CELDT Search Data Sharing System



CELDT Search is a secure, web-based tool that allows participating districts to share and access CELDT results in a timely and accurate manner. Fast and efficient access to these test results ensures that schools have reliable English proficiency results available as part of their criteria for appropriate program placement of English Learners. Using the **CELDT Search** reduces the burden on school staff and helps avoid the misidentification and over-testing of students.

How does **CELDT Search** work?

Staff members in participating districts log on to the **CELDT Search** website and then search for a student's scores by name or other identifying information. The system searches the entire database of scores and finds students that match the search criteria. When the staff member finds the correct student, s/he can view CELDT scores on screen or print out a sheet with the student's scores.

What CELDT Search Does	What CELDT Search Does Not Do
Allows staff members to search for scores from any district participating in the system	Scores for student in non-participating districts are not available
Provides multiple criteria on which to find a specific student	Does not provide in-depth or highly sensitive demographic data
Allows staff members to find, view, and print scores for individual students	Scores may not be downloaded electronically, altered, or entered into the system manually
Provides CELDT scores as raw scores, scaled scores, and proficiency levels	Does not calculate or analyze scores or groups of scores
Provides access to data using a web browser via the internet	Does not require special software or security tools to be installed on the computer

How does a district participate in **CELDT Search**?

Participating districts sign a Memorandum of Agreement (MOA) with the San Diego County Office of Education and generally supply copies of the CELDT score disks that they receive from the testing contractor. SDCOE then loads the scores into the system and provides the district with a log-in and password for the website. To support the service, districts agree to pay a small annual fee based on the number of English Learners with CELDT results. There are no additional charges for using and participating in **CELDT Search**.

District and San Diego County Office of Educations contacts:

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