

ADMINISTRATIVE CIRCULAR NO. 120
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: June 5, 2006

To: All School Principals

Subject: CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT) ADMINISTRATION, 2006-2007 SCHOOL YEAR

Department and/or Persons Concerned: Principals, Vice Principals, English Learner Program Coordinators, CELDT Coordinators, and Head Counselors

Due Date: Various dates beginning October 18, 2006

Reference: None

Action Requested: Administer CELDT as appropriate, and return materials, including a completed and signed certification/apportionment form and test security affidavits, to the Testing Unit.

Attachments: Attachment A – Principal’s Certification Form/Apportionment Form
Attachment B – Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments
Attachment C – Request for Additional CELDT Materials: K-12

Brief Explanation:

The district will use the new *California English Language Development Test (CELDT) Form F* to conduct its districtwide K-12 **Initial Identification** of newly enrolled students and its **Annual Assessment** of English Learners (ELs) for the 2006-07 school year. Students with disabilities who are required to take the CELDT can use variations, accommodation, or adaptations for testing as outlined in their Individualized Education Programs (IEPs) or 504 Plans that conform to state guidelines. State regulations provide that parents or guardians may **not** exempt their child/children from the CELDT. This circular outlines testing procedures for all schools as required by state regulations.

Initial Identification: All students newly enrolled (or newly pre-enrolled) in the district for the 2006-07 school year (including Kindergarten students) with a language other than English indicated on their Home Language Survey **must take the new CELDT Form F** within 30 calendar days of enrollment for the purpose of Initial Identification as either an EL or as Initially Fluent English Proficient (IFEP).

Exception: If CELDT scores for a newly enrolling student have been obtained from the student’s previous district, the scores have been entered into the Zangle system, and the student is designated an EL, then the newly enrolled student should be assessed with the CELDT as an Annual Assessment, not as an Initial Assessment.

Annual Assessment: The **new CELDT Form F** also will be administered as an **Annual Assessment** to all continuing ELs in Grades 1-12, as well as to any Kindergarten ELs who are repeating Kindergarten during the 2006-07 school year. The testing window for the **CELDT Annual Assessment** will begin on September 5, 2006 and end on October 18, 2006.

Important Notes:

Even though the format of the CELDT Form F has changed very little from last year, it is a completely new test. In addition, new and different field test items have been embedded within the Listening, Speaking, Reading and Writing Portions of CELDT Form F, and field testing for the Reading and Writing sections of the exam for Kindergarten and Grade 1 will also occur during 2006-07. For these reasons, the new CELDT Form F is the **ONLY** form of CELDT permitted for any CELDT assessment during the 2006-07 school year. This includes the assessment of pre-enrolling students.

A. Nuts and Bolts Training

The Testing Unit will provide a series of “Nuts and Bolts” workshops in June of 2006 to explain the operational and logistical details related to obtaining and processing of the CELDT for 2006-2007. These workshops are scheduled for Tuesday, June 6 and Thursday, June 8 from 3:30 p.m. – 5:30 p.m. at the Harold Ballard Parent Center in Old Town. **It is essential that all site administrators, English Learner Support Teachers, CELDT testing coordinators, and second language program coordinators be familiar with all CELDT requirements and administration guidelines.** The California Department of Education (CDE) has implemented a number of changes for the 2006-2007 administration of the CELDT, which must be administered and processed as required by state law. Therefore, at least one person from each site must attend a “Nuts and Bolts” workshop on June 6 or June 8. A make-up “Nuts and Bolts” workshop for newly assigned administrators and staff is scheduled for September 12, 2006, at 3:30 p.m. at the Harold J. Ballard Parent Center in Old Town.

B. Training for CELDT Assessors and Coordinators

The Biliteracy and English Learner Support Department will provide numerous opportunities for site staff to attend CELDT Form F Listening and Speaking Administration Training and CELDT Form F Reading/Writing/Test Coordination Training during the summer of 2006. Schedules and more detailed information about these training opportunities will be provided under separate cover. Only staff that are fully proficient in English and are qualified to work with students may administer the CELDT. In addition, CDE strongly recommends that, whenever possible, credentialed teachers administer the CELDT.

All English Learner Coordinators are **required to attend both** types of training listed immediately above, **even if they have been previously trained.** All CELDT assessors are **required** to attend Form F training.

C. Test Procedures

The importance of proper administration of the CELDT cannot be emphasized strongly enough. It is the responsibility of the site CELDT Test Coordinator to train site examiners and proctors in correct security, processing, and packaging procedures. Training materials for these tasks will be provided at the “Nuts and Bolts” workshops in June. **Security procedures must be strictly followed and no one may have access to or receive secure CELDT test materials unless they have signed and submitted a CELDT Test Security Affidavit to the Testing Unit.** Such affidavits are to be returned in the **Blue CELDT Envelope** at the completion of the Annual Assessment window on October 19. It is the responsibility of the site CELDT Test Coordinator to assure that all site staff with access to the CELDT has met this legal requirement.

The CELDT is organized according to the grade spans listed below. EL students are to take the CELDT within the grade span in which they will be enrolled for the 2006-2007 school year. The tests given to the various grade spans differ from one another. Out-of-level testing is not permitted.

CELDT Grade Spans

Kindergarten through Grade 2
Grades 3-5
Grades 6-8
Grades 9-12

The following subtests are required of the respective grade levels shown below:

- Grades K-1: Listening and Speaking (field testing of Reading and Writing Items)
- Grades 2-12: Listening, Speaking, Reading and Writing

All students, whether tested as an Annual Assessment or as Initial Identification, must take all required subtests for their particular grade. There are NO exemptions from any part of CELDT.

D. Pre-Printed Barcode Labels

In September, schools should download (from Zangle) a roster of students eligible to be CELDT tested as Annual Assessment and a roster of students eligible to be CELDT tested as Initial Identification. These rosters should be used to write a minimum (but sufficient) amount of student information on blank answer documents so that testing can begin. CELDT testing can begin as soon as test examiners have met assessment qualifications and materials have arrived on site.

On Monday, September 18, the district office will provide CTB with a data file of students eligible to be tested on the CELDT. This data file will be used by CTB to generate a “peel-and-stick” barcode label for each student. The labels should arrive in the district in early October. When the labels arrive, the CELDT Site Test Coordinator will be notified by email, and labels can be picked up in Annex 3 at the Education Center.

E. Site Scoring and Data Entry

Sites must score all applicable portions of the CELDT administered for **Initial Identification** purposes. **Initial Identification** scores for each subtest and the total score **must be entered** into the Zangle (Second Language) Initial Assessment window before answer books are returned to the Testing Unit to be forwarded to the publisher for final scoring. Once answer books have been sent to the publisher they are no longer accessible to the district. **Sites may immediately upload scores for students tested as Initial Identification to Zangle.**

Do not score and upload scores for students tested as an **Annual Assessment**. The district-developed *Score Sheets* that are used to determine the individual subtest scores and overall score for Annual Assessment purposes **must remain on site**. Do not return them with scorable materials.

F. Materials Delivery and Usage

The new CELDT Form F test is to be used for both **Annual Assessment** and **Initial Identification** purposes. Form F materials are scheduled to be delivered to sites during the week of August 14, 2006. (Sites should alert their Building Services Supervisory (BSS) to this anticipated delivery and make arrangements for the **secure** storage of the test materials on campus.) Additionally, sites will be required to pick up and sign for CELDT precoded labels, CELDT Group Information Sheets (GISs), CELDT School/Group List (S/GL), the Blue CELDT Envelope, and annotated CELDT Scoring guides at the Testing Unit in Annex 3 at the Education Center on or around August 21, 2006. Upon conclusion of the **Annual Assessment** testing window on October 18, all **unused** Form F test materials should be retained on site to assess any new (to the district) students with a language other than English indicated on their Home Language Surveys – if CELDT scores are not available from their previous districts. These CELDT materials will be returned to the Testing Unit in June 2007.

The Blue Envelope, the *Principal's Certification and Apportionment Form*, precoded GISs, and precoded S/GL for each site will be available on or around August 21, 2006. Sites will be **required** to sign for these materials when picking them up from the Testing Unit in Annex 3 at the Education Center. Barcoded student labels will be available for pickup from the Testing Unit in Annex 3 at the Education Center in early October.

Initial Identification testing of pre-enrolled students in grades K-12 (with a language other than English indicated on their Home Language Surveys) may begin in August of 2006 after site assessors have **attended Form F training** and **all** Form F materials have been received. **Initial Identification** testing of pre-enrolling Kindergarten students should not begin until receipt of the new Form F CELDT materials in August. Under no circumstances may any student be assessed with CELDT Form A, A+, B, C, D, or E materials after June 21, 2006.

G. Return of Test Materials

At the end of the **Annual Assessment** window on October 18, 2006, sites must separate completed Initial Identification assessments from completed Annual Assessment documents. Counts of each are to be entered on the *Principal's Certification and Apportionment Form* (Attachment A). Working with one grade level at a time, put completed Initial Identification documents on top of completed Annual Assessment documents with hand coded documents at the top of each respective group. Place a completed grade level GIS atop each set of grade-level materials and place them in a white CTB envelope. Complete the S/GL for your site and return all materials to Annex 10 at the Eugene Brucker Education Center. Sites may place small groups of answer documents at contiguous grades in one white envelope for return.

Test materials must be returned to Annex 10 between the hours of 8:00 a.m. and 4:30 p.m. on the dates indicated below.

<u>Calendar</u>	<u>School</u>	<u>Date (Day)</u>
Traditional	Elementary	October 18 (Wednesday)
Traditional	Secondary	October 19 (Thursday)
YR	All	October 20 (Friday)

Note: Test materials must not be returned by audio-visual delivery or by school mail. Materials may not be delivered to Annex 10 before 8:00 a.m. All unused Form F materials, including blank answer books, are to be retained on site for continuing Initial Identification of entering EL students for whom CELDT scores are not available. Any unused preprinted barcoded labels should be placed in an envelope marked with your site name, labeled as unusable barcode labels, and returned at the same time as your scorable answer documents in October. Schools wishing to return any test materials prior to the applicable return date must make arrangements with Denise Ormsbee at (619) 725-7059 or email at dormsbee@sandi.net. Please, be reminded that custodial help to unload materials into Annex 10 is available only on official days of return. If you return materials before or after October 18, 19 or 20, please bring someone to assist you in carrying materials into Annex 10.

The materials listed below **must** be returned to the Testing Unit in the **Blue CELDT Envelope** provided by the Testing Unit:

- Completed and signed *Principal's Certification to Superintendent* (front) and *CELDT State Apportionment Report Form* (back). (Attachment A)
- A new, signed original *CELDT Test Security Agreement* for the Site CELDT Coordinator **if** necessary (i.e., if a new coordinator has been assigned).
- A signed *CELDT Test Security Affidavit* for school year 2006-2007 for anyone who will have access to secure CELDT test materials during the 2006-2007 school year.

H. Return of Scorable CELDT Materials After the Annual Assessment Window

After the Annual Assessment window is concluded on October 18, 2006, sites are to retain unused CELDT Form F materials in order to test incoming students whose Home Language Survey indicates a language other than English used in the home. Any new students who do not have CELDT scores available for them from their previous school must be assessed with the CELDT Form F as Initial Identification within 30 calendar days of enrollment on site. Schools must score all portions of the CELDT required for that grade level and immediately enter the scores for all parts and the total score into the Zangle system before forwarding the completed answer documents to the Testing Unit in Annex 3 on or before the end of each month. The Testing Unit will continue the use of the **Yellow CELDT Envelope** for the monthly return of Initial Identification materials. Schools will receive an additional S/GL, GISs, and a *Principal's Certification and Apportionment Form – Initial Identification* when they return the Annual Assessment materials in October. Additional CELDT Form F materials can be ordered by faxing, (619) 725-7070, or mailing Attachment C, the *Request for Additional CELDT Materials*, to Barbara Wade, Annex 3, Eugene Brucker Education Center. This form can also be found at www.sandi.net/testingunit by clicking on the *Files to download* button.

If you have any questions regarding information in this circular, please contact Denise Ormsbee at (619) 725-7059, dormsbee@sandi.net; Nick Bohl at (619) 725-7068, nbohl@sandi.net or Bob Raines, the district STAR coordinator at (619) 725-7058, braines@mail.sandi.net.

Robert Raines
Director
Assessment Services

APPROVED:



Geno Flores
Deputy Superintendent

RR

Attachments (3)

Distribution:

SAN DIEGO CITY SCHOOLS
Office of the Deputy Superintendent
Assessment Services

CERTIFICATION FORM:
2006 CELDT Annual Assessment Period, Grade K-12
Proper Test Administration

PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify that English Learner students in Grades ____ through ____ at _____ School were administered the **California English Language Development Test (CELDT)** during the testing period prescribed for the Districtwide CELDT Annual Assessment Testing Window, and that:

- A signed "CELDT 2006-2007 Security Agreement" is on file for the CELDT Site Test Coordinator with the Testing Unit.
- "CELDT 2006-2007 Test Security Affidavits" were completed by all individuals given access to secure test materials.
- Security procedures required by the CELDT Program were followed and all test materials have been accounted for and properly packaged for return to the publisher or secure storage on site.
- No students were exempted from CELDT testing per parent/guardian request, which is not allowed by state mandate.
- Only those accommodations and/or modifications, as approved for Special Education students, 504 Plan students, and/or English Learners (ELs) were provided to those students entitled to such accommodations.
- All students used white "SDCS Testing Pencil #2" pencils or an appropriate equivalent.
- All personnel, including certificated staff and proctors, charged with the responsibility of administering the tests received instruction in proper testing and handling procedures.
- Proper procedures as outlined in the *Examiner's Manuals* were followed.
- All EL students were administered **all state-required** subtests. (Listening and Speaking for grades K & 1 and Listening, Speaking, Reading and Writing for grades 2-12)
- An accurate accounting of the number of pupils **Tested with CELDT, Absent for the entire CELDT test window, and Tested with an Alternate Assessment** is provided on the **reverse side** of this sheet, which **I have also signed**.

Signed: _____ (Date): _____
(Principal Signature)

Test Site Coordinator to contact if there are any questions regarding the answer documents:

Name: _____ Phone Number: _____

Note: This form must be turned in to the Testing Unit in **Annex 10** no later than 4:30 p.m. on your school's scheduled return date. Place this form, making sure both pages have been completed and signed, along with all of your site's original signed "CELDT Test Security Affidavits" in the special Blue CELDT envelope provided. **Do not pack the blue envelope containing these forms in cartons with other test materials.** Hand deliver it on arrival at Annex 10. Retain copies for your records.

**San Diego Unified School District
 CELDT State Apportionment Reporting Form
 For the Annual Assessment Period (September 5 - October 18, 2006)**

Each school district and school **shall** report to the California Department of Education information relevant to CELDT testing for each of Grades K through 12 as indicated below:

Use for the CELDT Annual Assessment testing window only!! (September 5 - October 18, 2006).

May 24, 2006

Categories		Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
A	Number of ELs eligible to be tested as Annual Assessments (All ELs of any language code for whom a CELDT score is known)													
B	Number of ELs, from row A, not tested with CELDT due to absence the entire testing window (Do not return an answer document for them)													
C	Number of ELs, from row A, tested with an <u>Alternate Assessment</u> per IEP or 504 Plan (Include with scorable documents, be sure to bubble the answer sheet)													
D	Number of CELDT Annual Assessments (Students assessed with the CELDT)													
E	Total Number of Scorable Annual Assessments (Students tested plus Alternate Assessments: C+D)													
F	Number of ELs tested as Initial Identification (<i>All newly enrolled students whose Home Language Survey indicates other than English in the home</i>)													
G	Number of Initial Assessment ELs tested with an <u>Alternate Assessment</u> per IEP or 504 Plan (Include with scorable documents, be sure to bubble the answer sheet)													
H	Total Number of Scorable Initial Identifications (Students tested plus Alternate Assessments: F+G)													
I	Total Number of Tests submitted (E + H)													

(Students **may not** be exempted from CELDT testing by parents or guardians.)

Please, indicate the number of students or other requested information in **all** boxes above. Return in the CELDT Test Site Coordinator's blue envelope with your CELDT 2006 Test Security Affidavits. Be sure the opposing side has been completed. **You should make copies of these documents for your records!**

School: _____

Principal's Signature: _____

Date: _____

CELDT Site Test Coordinator's Signature: _____

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

Test Variation (1)/Accommodation (2)/ Modification (3)	CAT/6 Survey	STAR CST	APRENDA 3	CAHSEE	CELDT	Physical Fitness
Presentation						
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
Timing/Scheduling						
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
Administration of the test at the most beneficial time of day to the student	2	2	2	2	2	2
Setting						
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 Survey	STAR CST	APRENDA 3	CAHSEE	CELDT	Physical Fitness
Response						
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
Use of Aids or Tools						
Student marks in test booklet (other than responses)	ALL For grade 3, marks must be erased to avoid scanning interference	ALL For grades 2 & 3, marks must be erased to avoid scanning interference	2 Grades 4-11 For grades 2 & 3, marks 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
Other						
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 California Statewide Assessments for English Learners*

Test Variation	STAR		CAHSEE	Physical Fitness
	CAT/6 Survey	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 mathematics, science, history-social science	Variation Allowed	Not applicable
		Not allowed for 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.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Testing Unit

Request for Additional CELDT Materials: K - 12

For the 2006-2007 School Year: Form F

*School: _____

*Phone No: _____

*Requester: _____

Date of Request: _____

GRADE	ITEM	Number Requested	Number You Received
K-1 Form = _____	Test Booklets		
	Examiner's Manual		
2 Form = _____	Test Booklets		
	Examiner's Manual		
3-5 Form = _____	Test Booklets		
	Student Answer Booklets		
	Examiner's Manual		
6-8 Form = _____	Test Booklets		
	Student Answer Booklets		
	Examiner's Manual		
9-12 Form = _____	Test Booklets		
	Student Answer Booklets		
	Examiner's Manual		
	GIS or SGL forms	Call Denise @ (619) 725-7059 immediately!	
	CTB Envelopes Small		
	CTB Envelopes Large		

* Required information!

FAX TO Barbara Wade: (619) 725-7070