

**ADMINISTRATIVE CIRCULAR NO. 128**  
Office of the Deputy Superintendent

**SAN DIEGO CITY SCHOOLS**

**DATE:** June 21, 2006

**TO:** All Principals, All Vice Principals, All ELSTs, and all Site EL Coordinators

**SUBJECT:** NEW CELDT FORM F TRAINING

**Department and/or Persons Concerned:** All Principals, All Vice Principals, All ELSTs and Site EL Coordinators

**Due Date:** None

**Reference:** None

**Action Requested:**

- 1) All ELSTs, site EL Coordinators, and persons administering the Listening and Speaking portion of the CELDT Form F are required to attend training.
- 2) ALL ELSTs, site EL Coordinators, and persons scoring the Writing portion of CELDT Form F are required to attend training.

**Attachments:**

- A) CELDT Form F Listening and Speaking Training Schedules and Registration Form / July – September 2006
- B) CELDT Form F Read/Writing/Test Coordination Training schedules and Registration Form / July – September 2006
- C) CELDT Form F Training Facilities Driving Directions

**Brief Explanation:**

For 2006-07, the district will use the new *California English Language Development Test (CELDT) Form F* to conduct its district-wide K-12 CELDT assessment. The CDE has mandated that **ALL** assessors of the Listening and Speaking portion, and all persons who will be scoring the Writing portion, attend Form F training, even if they are experienced assessors.

While similar in format to last year's CELDT Form E, the CELDT Form F is a completely different test with new and different field test items embedded within each portion. **Changes include: more academic language within test items, more stringent scoring criteria for the Speaking portion, and new scoring rubrics for the Writing portion.**

We strongly recommend that credentialed teachers administer the CELDT. That said, all individuals administering the CELDT should have experience working with ELs of the age being tested, and be familiar with the developmental characteristics of children's language. *Because portions of the test rely on student comprehension of test items read aloud by the examiner, it is essential that examiners produce standard, clear English pronunciation.*

The Biliteracy and English Learner Support Department has scheduled numerous opportunities for site staff to attend two different types of CELDT Form F training in the upcoming months. Training schedules are attached for your reference. The two types of training are (1) Listening and Speaking Administration, and (2) Reading/Writing/Test Coordination Training.

***Please note that the target audiences for the two trainings differ.*** We ask that you please: (1) 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, (2) provide those persons a copy of the appropriate registration form(s) as soon as possible. It may be appropriate for one person to attend both trainings. Participants may register at any time, however, space is limited in each session, so we suggest registering as soon as possible to assure attendance at the session of choice.

### **TARGET AUDIENCE DESCRIPTORS FOR THE TWO DIFFERENT TYPES OF CELDT FORM F TRAINING**

#### **1. CELDT Form F Listening and Speaking Administration Training**

All ELSTs, site EL Coordinators, and anyone who will be administering the Listening and Speaking portion of CELDT Form F are **required** to attend this training.

#### **2. CELDT Form F Reading/Writing/Test Coordination Training**

All ELSTs, site EL Coordinators, and anyone who will be scoring the Writing portion of CELDT Form F are **required** to attend this training. Participants will then be able to conduct an abbreviated training at their own site for others who will be administering (but not scoring) the Writing portion. They also will be able to provide site training for administering and scoring the Reading portion.

#### **Important Notes:**

1. The district will again provide supplemental funds to non-charter sites to help offset the cost of conducting the CELDT Annual Assessment. The amount per non-charter site will equal \$15.00 per EL, based on counts reported to the state for the March 2006 Annual Language Census. These funds will be available as Resource 70911 in site budgets beginning July 1.
2. Participants in the training who are non-management and non-charter district employees will be paid at the applicable (certificated or classified) hourly workshop participation rate for time spent beyond their regular working hours. We are unable to pay non-district employees, but they may attend if they will be assisting a site in administering the CELDT Form F.

3. It is important to contact any additional (e.g., retired, volunteer, etc.) staff you plan to use to administer, or assist in administering, CELDT Form F assessments this fall, and have them register for and attend training. If you intend to pay non-employees with site funds, you will need a PAR for such individuals. In addition, those persons must have *current fingerprint records* on file with the district in order to assess students.

Questions about fingerprinting may be directed to (619) 725-7014. For questions about CELDT Form F training, please contact the Biliteracy and English Learner Support Department at (619) 725-7264. Thank you for your support in ensuring proper administration of this important assessment.

Debra Dougherty  
Program Manager  
Biliteracy and English Learner Support Dept.

APPROVED:

A handwritten signature in black ink, appearing to read "Geno Flores". The signature is written in a cursive style with a large initial "G".

Geno Flores  
Deputy Superintendent

DD:ks

Attachments

**CELDT Form F Listening and Speaking  
Training Schedules and Registration Form  
July-September 2006**

All ELSTs, site EL Coordinators, and anyone who will be administering the Listening and Speaking portion of CELDT Form F are **required** to attend this training, even if they are experienced assessors.

To register for CELDT Form F **Listening and Speaking Training**, please (1) duplicate this page as necessary, (2) choose ONE of the sessions listed below, (3) complete the "participant information" section and (4) **fax** the page to Kathy Siverio at (619) 686-6772 or send it via school mail or U.S. mail to Kathy Siverio at: Eugene Brucker Education Center, Bilingual and EL Support, Room 2011, 4100 Normal St., San Diego, CA 92103. For questions, please contact the Bilingual and EL Support Department at (619) 725-7264.

<b>July 2006</b>								
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>		<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
101	July 11	9-12	<i>Zamorano</i>		107	July 20	1-4	Mission Bay
102	July 12	1-4	<i>Zamorano</i>		108	July 25	9-12	<i>Zamorano</i>
103	July 13	9-12	<i>Zamorano</i>		109	July 25	1-4	<i>Zamorano</i>
104	July 18	9-12	Mission Bay		110	July 26	9-12	<i>Zamorano</i>
105	July 18	1-4	Mission Bay		111	July 27	1-4	<i>Zamorano</i>
106	July 19	9-12	Mission Bay					
<b>August 2006</b>								
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>		<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
112	Aug. 29	9-12	Mission Bay		114	Aug. 30	9-12	Mission Bay
113	Aug. 29	1-4	Mission Bay		115	Aug. 31	1-4	Mission Bay
<b>September 2006</b>								
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>		<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
116	Sept. 6	1-4	Mission Bay		120	Sept. 14	9-12	Mission Bay
117	Sept. 7	9-12	Mission Bay		121	Sept. 14	1-4	Mission Bay
118	Sept. 12	9-12	Mission Bay		122	Sept. 20	9-12	Mission Bay
119	Sept. 13	1-4	Mission Bay		123	Sept. 27	9-12	Mission Bay

**IMPORTANT NOTE: There are two different locations for CELDT training this year:**

- (1) The Professional Development Center on the Mission Bay High Campus **AND**
- (2) The Professional Development Center on the Zamorano Elementary Campus.

*See Attachment C for driving directions to each of the two locations.*

Participant Information:

Name: \_\_\_\_\_ Requested Session # \_\_\_\_\_

School: \_\_\_\_\_ Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone\*: \_\_\_\_\_

E-Mail: \_\_\_\_\_

***Confirmations will not be sent out. However, we will contact participants if the requested session is full or has been cancelled. \*Home phone numbers will be used ONLY if the requested session is full or has been cancelled and we cannot contact the participant at school.***

**CELDT Form F Reading/Writing/Test Coordination  
Training Schedules and Registration Form  
July-September 2006**

All ELSTs, site EL Coordinators, and anyone who will be scoring the Writing portion of CELDT Form F are **required** to attend this training. Participants will then be able to conduct an abbreviated training at their own sites for others who will be administering (but not scoring) the Writing portion. They also will be able to provide site training for administering and scoring the Reading portion.

To register for CELDT Form F **Reading/Writing/Test Coordination Training**, please (1) duplicate this page as necessary, (2) choose ONE of the sessions listed below, (3) complete the "participant information" section and (4) **fax** the page to Kathy Siverio at (619) 686-6772 or send it via school mail or U.S. mail to Kathy Siverio at: Eugene Brucker Education Center, Biliteracy and EL Support, Room 2011, 4100 Normal St., San Diego, CA 92103. For questions, please contact the Biliteracy and EL Support Department at (619) 725-7264.

July 2006								
Session	Date	Time	Location		Session	Date	Time	Location
201	July 11	1-4	Zamorano		205	July 20	9-12	Mission Bay
202	July 12	9-12	Zamorano		206	July 26	1-4	Zamorano
203	July 13	1-4	Zamorano		207	July 27	9-12	Zamorano
204	July 19	1-4	Mission Bay					
August 2006								
Session	Date	Time	Location		Session	Date	Time	Location
208	Aug. 30	1-4	Mission Bay		209	Aug. 31	9-12	Mission Bay
September 2006								
Session	Date	Time	Location		Session	Date	Time	Location
210	Sept. 6	9-12	Mission Bay		212	Sept. 12	1-4	Mission Bay
211	Sept. 7	1-4	Mission Bay		213	Sept. 13	9-12	Mission Bay

**IMPORTANT NOTE: There are two different locations for CELDT training this year:**

- (1) The Professional Development Center on the Mission Bay High Campus **AND**
- (2) The Professional Development Center on the Zamorano Elementary Campus.

*See Attachment C for driving directions to each of the two locations.*

Participant Information:

Name: _____ Requested Session # _____ School: _____ Position: _____ Work Phone: _____ Home Phone*: _____ E-Mail: _____ <p style="font-size: small; margin-top: 10px;"><b>Confirmations will not be sent out. However, we will contact participants if the requested session is full or has been cancelled. *Home phone numbers will be used ONLY if the requested session is full or has been cancelled and we cannot contact the participant at school.</b></p>
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**CELDT Form F Training  
Driving Directions**

**IMPORTANT: There are two different locations for CELDT training this year:**

(1) The Professional Development Center on the **Mission Bay High Campus**  
**AND**

(2) The Professional Development Center on the **Zamorano Elementary Campus.**

**Professional Development Center at ZAMORANO Elementary School**

2655 Casey Street, San Diego, 92139

(619) 267-8007

Hwy 805 to Hwy 54 East. Exit Woodman Street. At the top of the exit ramp, turn left at the light. Continue on Woodman to Wattle Drive and turn right. Turn left at the corner - Casey Street. Enter the school parking lot on your right.

Turn left and drive to the far north end and park. The Zamorano PD Center is a portable building adjacent to the parking lot at the far north end.

**Professional Development Center at MISSION BAY High School**

2475 Grand Avenue, Pacific Beach, 92109

Room 186 (858) 490-8553

Hwy 5 North to Grand Avenue, exit Grand Avenue West. Left on Lee St. (at light) to enter campus, **OR** Hwy 5 South to Garnet/Balboa exit, straight ahead, right on Grand Avenue. Left on Lee St. (at light) to enter campus.

Directions upon arriving at Mission Bay High:

- Left on Lee St. (at light).
- Look for sign “Institute for Learning Professional Development Center” on portable buildings on right side of Lee St. just past the student parking lot.
- Proceed **past** all portables and the gymnasium (**circular drive on left**).
- Continue through the gate and park near Twain Beach.
- Walk back to room 186 in the portable building you drove past.

**Not sure where to go? Check your registration form or call (619) 725-7264.**