

**ADMINISTRATIVE CIRCULAR NO. 87**  
**Instructional Support Services**

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

- Date:** May 31, 2011
- To:** Principals, Vice Principals, ELSTs, and Site EL Coordinators
- Subject:** CELDT TRAINING: 2011-2012 EDITION
- Department and/or Persons Concerned:** Principals, Vice Principals, English Learner Support Teachers, English Learner Coordinators, Teachers of English Learners
- Due Date:** Prior to selected training dates
- Reference:** Administrative Circular No. 79
- Action Requested:** Identify the staff members at your school (or associated with your school) who will attend the CELDT 2011-2012 Listening and Speaking Training and/or Reading, Writing and Test Coordination Training, and ensure they register prior to the selected training date(s)
- Attachments:**
- A. CELDT 2011-2012 Listening and Speaking Training Schedule
  - B. CELDT 2011-2012 Reading, Writing, and Test Coordination Training Schedule
  - C. Directions to **NEW CELDT Training Facility:** Scripps Mesa Conference Center

**Brief Explanation:**

The California Department of Education (CDE) has mandated that, for school year 2011-2012, the district use the new *California English Language Development Test (CELDT) 2011-2012 Edition* to conduct its Initial Identification of newly enrolled K-12 students from homes where a language other than English is frequently used, and for its Annual Assessment of continuing English Learners (ELs).

The 2011-2012 Edition of the CELDT is the **only** version that may be used for any CELDT assessment relating to school year 2011-2012. It is similar to past versions, with one notable exception – ALL district schools will be issued the same form of CELDT – Form 1 – which contains **no field test items** of any kind!

As was the case last year, you should be aware of, and plan sufficient staffing for, sufficient time that will be needed for one-on-one assessment of Kindergarten and First Grade students in the Reading and Writing portions, over and above the time usually required for the Listening and Speaking portions.

## **CELDT EXAMINER QUALIFICATIONS**

All individuals administering the CELDT must be fully proficient in Standard American English. Assessors must have very little or no accent in the pronunciation of Standard American English.

In addition, assessors should be familiar with the developmental language characteristics of children at the grade levels they are to test, **especially those who are administering the Kindergarten and First Grade assessments**. The CDE recommends that certificated teachers administer the CELDT, whenever possible.

## **TWO DIFFERENT TYPES OF TRAINING**

The Office of Language Acquisition (OLA) has scheduled numerous opportunities for site staff to attend the two types of training for the CELDT 2011-2012 Edition. Attachments A and B contain schedules and registration information. The two types of training are:

- (1) CELDT Listening and Speaking Training, and
- (2) CELDT Reading, Writing and Test Coordination Training.

**Please note that the target audiences for the two trainings differ. We ask that site administrators please:**

- a. 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**
- b. Provide those persons with a copy of the appropriate schedule(s) and registration information as soon as possible. It may be appropriate for one person to attend both types of training.

Participants may register at any time prior to a training session, however space is limited in each session, so we suggest registering as soon as possible to assure attendance at the session(s) of choice.

## **TARGET AUDIENCE DESCRIPTORS**

### **1. CELDT Listening and Speaking Training – Who Must Attend?**

- **All** English Learner Support Teachers and EL Coordinators
- All persons who will be administering the Listening and/or Speaking portion of the 2011-2012 CELDT ***who did NOT attend this training for the 2010-2011 version of the test.***

Select sessions are designed for experienced examiners who have recently attended Listening and Speaking training, while others are designed for examiners who are new to administering the CELDT or experienced examiners who prefer to attend a more in-depth training.

## 2. CELDT Reading, Writing and Test Coordination Training: Who Must Attend?

- All ELSTs and EL Coordinators
- Anyone who will be administering or scoring the Reading and/or Writing portions of the CELDT for Grades K and 1
- Anyone who will be **scoring** the Writing portion of the CELDT for grades 2-12

After attending this training, ELSTs and EL Coordinators will then be able to conduct an abbreviated training at their own site for others who will be administering (but not scoring) the Reading and Writing portion for Grades 2-12.

### PAYMENT FOR, AND STAFFING OF, CELDT EXAMINERS

- A. If a school wishes to contract with CELDT-trained educators who are former or current employees of the district, arrangements for compensation are the responsibility of the school principal. *Note:* Funding sources such as EIA and site discretionary are appropriately used for this purpose.
- B. Participants in the training who are non-management and non-charter, regular district employees will be paid by OLA at the applicable (certificated or classified) hourly workshop participation rate for time spent beyond their regular working hours. **OLA will NOT pay non-district, temporary, retired, or casual employees (including substitutes) for attending training. Payment for such personnel is the responsibility of the site.**
- C. If you plan on using additional staff (e.g., temporary, casual, retired, substitutes, volunteers, etc.), to assist in administering the CELDT in the fall, you will need to contact them and ensure they register and attend training this summer. **Unless such persons are volunteers, you will be expected to use site funds to pay all such casual, retired, or temporary employees for attending training and assessing students.**
- D. Human Resources recommends paying certificated non-district, temporary, retired, or casual employees at the Non-Classroom Hourly rate for assessing students. Classified non-district, temporary, retired, or casual employees should be paid at their appropriate "Regular Time" hourly rate for assessing students. Such certificated and classified employees should be paid at the applicable hourly participation rate for attending training.

### QUESTIONS?

- About processing and payment of temporary, casual, and retired employees to assist with CELDT administration? Contact Human Resources.
- About materials and logistics? Contact Denise Ormsbee of the Assessment Services Department at [dormsbee@sandi.net](mailto:dormsbee@sandi.net) or (619) 725-7059.
- Related to CELDT training? Call the OLA CELDT Hot Line at (619) 725-7282.

Thank you for helping to ensure the proper administration of this important assessment.

Debra Dougherty  
Program Manager  
Office of Language Acquisition

APPROVED:

A handwritten signature in black ink that reads "Sid Salazar". The signature is written in a cursive, flowing style.

Sid Salazar, Ed.D.  
Assistant Superintendent  
Instructional Support Services

Attachments (3)

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

**CELDT 2011-2012  
Listening/Speaking Training**

***On-line registration via <http://sandi.net/ero> is required for all sessions.***

All ELSTs and EL Coordinators must attend this training. All other persons who will be administering the Listening and/or Speaking portion of the 2011-2012 CELDT ***who did not attend this training for the 2010-2011 version of the test*** are required to attend as well.

The sessions designated with an “E” are designed for experienced examiners who are very familiar with CELDT administration and scoring. Sessions designated with an “N” are for inexperienced examiners and those who prefer a more in-depth training. All sessions include assessment and scoring procedures for Grades K-12.

***Location for All CELDT Trainings:***

**SCRIPPS MESA CONFERENCE CENTER**  
*(The “old” EB Scripps Elementary Campus)*

**10380 Spring Canyon Road  
San Diego, CA 92131**

**July 2011**

Session	For	Date	Time		Session	For	Date	Time
101E	Experienced Examiners	Wednesday July 6	9-12		107N	New Examiners	Wednesday July 20	9-12
102N	New Examiners	Thursday July 7	1-4		108N	New Examiners	Thursday July 21	1-4
103E	Experienced Examiners	Tuesday July 12	9-12		109E	Experienced Examiners	Tuesday July 26	9-12
104N	New Examiners	Wednesday July 13	1-4		110N	New Examiners	Wednesday July 27	1-4
105E	Experienced Examiners	Thursday July 14	9-12		111E	Experienced Examiners	Thursday July 28	9-12
106E	Experienced Examiners	Tuesday July 19	1-4					

**August – September 2011**

Session	For	Date	Time		Session	For	Date	Time
112N	New Examiners	Thursday Aug. 25	1-4		118E	Experienced Examiners	Friday Sept. 2	1-4
113E	Experienced Examiners	Friday Aug. 26	9-12		119N	New Examiners	Wednesday Sept. 7	9-12
114N	Experienced Examiners	Monday Aug. 29	1-4		120N	New Examiners	Thursday Sept. 8	1-4
115E	New Examiners	Tuesday Aug. 30	9-12		121N	New Examiners	Tuesday Sept. 13	9-12
116N	New Examiners	Wednesday Aug. 31	1-4		122N	New Examiners	Wednesday Sept. 14	1-4
117N	New Examiners	Thursday Sept. 1	9-12		123N	New Examiners	Wednesday Sept. 21	9-12

***Questions? Call the district CELDT Hot Line at (619) 725-7282.***

**CELDT 2011-2012**  
**Reading/Writing/Test Coordination Training**

*On-line registration via <http://sandi.net/ero> is required for all sessions.*

All ELSTs and EL coordinators, anyone who will administer reading and writing portions of CELDT to students in Kindergarten and First Grade, and anyone who will *score* the CELDT writing portion for students in grades 2 through 12 are **required** to attend this training.

All sessions include assessment and scoring procedures for Grades K-12.

*Location for All CELDT Trainings:*

**SCRIPPS MESA CONFERENCE CENTER**  
*(The “old” EB Scripps Elementary Campus)*

**10380 Spring Canyon Road**  
**San Diego, CA 92131**

**July 2011**

SESSION	DATE	TIME	SESSION	DATE	TIME
<b>301</b>	Wednesday July 6	12:30-4:30 p.m.	<b>307</b>	Wednesday July 20	12:30-4:30 p.m.
<b>302</b>	Thursday July 7	<b>8:00 a.m.-12 Noon</b>	<b>308</b>	Thursday July 21	<b>8:00 a.m.-12 Noon</b>
<b>303</b>	Tuesday July 12	12:30-4:30 p.m.	<b>309</b>	Tuesday July 26	12:30-4:30 p.m.
<b>304</b>	Wednesday July 13	<b>8:00 a.m.-12 Noon</b>	<b>310</b>	Wednesday July 27	<b>8:00 a.m.-12 Noon</b>
<b>305</b>	Thursday July 14	12:30-4:30 p.m.	<b>311</b>	Thursday July 28	12:30-4:30 p.m.
<b>306</b>	Tuesday July 19	<b>8:00 a.m.-12 Noon</b>			

**August – September 2011**

SESSION	DATE	TIME	SESSION	DATE	TIME
<b>312</b>	Thursday August 25	<b>8:00 a.m.-12 Noon</b>	<b>318</b>	Friday Sept. 2	<b>8:00 a.m.-12 Noon</b>
<b>313</b>	Friday August 26	12:30-4:30 p.m.	<b>319</b>	Wednesday Sept. 7	12:30-4:30 p.m.
<b>314</b>	Monday August 29	<b>8:00 a.m.-12 Noon</b>	<b>320</b>	Thursday Sept. 8	<b>8:00 a.m.-12 Noon</b>
<b>315</b>	Tuesday August 30	12:30-4:30 p.m.	<b>321</b>	Tuesday Sept. 13	12:30-4:30 p.m.
<b>316</b>	Wednesday August 31	<b>8:00 a.m.-12 Noon</b>	<b>322</b>	Wednesday Sept. 14	<b>8:00 a.m.-12 Noon</b>
<b>317</b>	Thursday Sept. 1	12:30-4:30 p.m.	<b>323</b>	Wednesday Sept. 21	12:30-4:30 p.m.

**Questions? Call the district CELDT Hot Line at (619) 725-7282.**

**Directions to Scripps Mesa Conference Center**  
***(The “old” EB Scripps Elementary Campus)***

**All administration training for the 2011-2012 Edition of the California English Language Development Test (CELDT) will take place at this location. Please see Attachments A and B for schedules and registration information.**

***Important Notes:*** Please allow sufficient driving time, especially during the morning rush hour. The Scripps Mesa Conference Center is approximately 16 miles to the north of the Eugene Brucker Education Center.

**Street Address**

10380 Spring Canyon Road (92131)

**Driving Directions from the South**

Go North on I-15

Take exit #17 - **MERCY RD/SCRIPPS POWAY PARKWAY** – go **0.4 mi**

Turn Right on **SCRIPPS POWAY PARKWAY** – go **0.9 mi**

Turn Right on **SPRING CANYON ROAD** – go **0.1 mi**

Make a U-Turn at **N. BROOKVILLE DR.** back onto **SPRING CANYON RD.**  
(now going the other direction – to the North)

Arrive at **10380 SPRING CANYON RD**, on the Right

On-site parking is available.