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## IRVINE UNIFIED SCHOOL DISTRICT

LANGUAGE MINORITY PROGRAMS – CLERK MEETING

FEBRUARY 2016

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- ☺ 2016-17 Tickets To Test are being reprinted and will be mailed out next week. Please email Samira Kassouni if you have any questions. The new Blue tickets should be used for 2016-17 appointments only. Please continue to use your green tickets for this school year.
- ☺ Re: March web-enrollment for 2016-17: Test appointments can be scheduled in March for the July testing session. Please do not try to schedule all of your appointments at one time as it congests our ability to access the appointment calendar for other sites.
- ☺ Summer testing for the 2016-17 school year will begin July 5<sup>th</sup>. Year-round: We have reserved the first few dates in July for year-round sites to ensure year-round students are tested prior to the start of their school year (July 13<sup>th</sup>). Please call as soon as you can to schedule those appointments.

\*\* Frequently asked: Can the 2016-17 CELDT be taken sooner than July? No, students must be assessed within the attending school year.

### Reminders:

- ✓ Previous CA CELDT records should be obtained upon enrollment. Please use the CELDT request form (attached) to obtain those scores. Do not wait for the cum to arrive because-
  - 1. We have to ensure that students are appropriately placed right at the start and
  - 2. To meet State reporting dates, Aeries data entry must be done as soon as possible..
- ✓ LEP students who have attended a previous CA public school district and are now enrolling must and should have current CELDT scores at the previous district (test scores will be dated July 1, 2015 and later). Please contact the previous districts for those scores and fax or email them to Marla Stark.
- ✓ Please ensure cum records are complete and in proper order prior to sending to the Newcomer site. It is the responsibility of the home school to complete all areas of enrollment.



## Request Form

### California English Language Development Test (CELDT) Score

To: CELDT District Coordinator—

**Directions:** Under state and federal law, schools and school districts are required to provide student CELDT results to schools receiving English learner students. Please complete the English Language Proficiency Assessment Information section of this form and FAX it to the receiving school immediately.

#### Receiving School's Information

Today's Date: \_\_\_\_\_

Requestor's Name \_\_\_\_\_

District \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

#### Student Information:

Last Name \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

Other Name Used (Last, First, Middle) \_\_\_\_\_

Birth Date (mm/dd/yy) \_\_\_\_\_

Current Grade \_\_\_\_\_

Previous Enrolled School District \_\_\_\_\_

Phone \_\_\_\_\_

Current Enrolling School District & Site \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

#### English Language Proficiency Assessment Information

Student's primary language: \_\_\_\_\_

SSID #: \_\_\_\_\_

**\*\*Has student taken this year's CELDT?** ☐ No ☐ Yes

Date of **most recent** CELDT: \_\_\_\_\_

Date of **initial** CELDT: \_\_\_\_\_

Date of enrollment into a California school, if different from the initial CELDT date above: \_\_\_\_\_

English Learner Acquisition Status (ELAS): ☐ IFEP ☐ EL ☐ RFEP

If reclassified, please provide date and supporting documentation. Date of Reclassification: \_\_\_\_\_

Date of most recent CELDT results: \_\_\_\_\_

Initial CELDT results for \_\_\_\_\_ grade, if available:

Domain Scale Score Level

Domain Scale Score Level

Listening \_\_\_\_\_

Listening \_\_\_\_\_

Speaking \_\_\_\_\_

Speaking \_\_\_\_\_

Reading \_\_\_\_\_

Reading \_\_\_\_\_

Writing \_\_\_\_\_

Writing \_\_\_\_\_

Overall \_\_\_\_\_

Overall \_\_\_\_\_

Has a Native Language Assessment been administered? Yes / No Results: \_\_\_\_\_

Comments: \_\_\_\_\_

School District \_\_\_\_\_

Signature (Previous Enrolled School Site Representative) \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_