



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Ordering Testing Materials for CalMAPP (formerly STAR) and Pre-ID Preparation for Spring 2014 Testing Programs

**NUMBER:** REF-6191.1

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Office of Data and Accountability

Matt Hill, Chief Strategy Officer

**DATE:** November 22, 2013

Due: Various Dates

**ROUTING**  
 ESC Administration  
 Principals  
 Assistant Principals  
 APEIS  
 CalMAPP Test Coordinators  
 CAHSEE Coordinators  
 EL Coordinators  
 SIS Coordinators  
 School Administrative Assts.

**PURPOSE:** The purpose of this Reference Guide is to provide schools with instructions regarding the process of ordering the hard-copy (paper/pencil) materials for the California Measurement of Academic Performance and Progress (CalMAPP) program. The tests being administered with paper and pencil in the CalMAPP program for spring 2014 are:

- *California Standards Test (CST)* Science for grades 5, 8 and 10;
- *California Modified Assessment (CMA)* Science for grades 5, 8, and 10;
- *California Alternate Performance Assessment (CAPA)* for grades 2-11;
- *Early Assessment Program (EAP)* for grade 11; and
- *Standards-based Tests in Spanish (STS)* for grades 2-11.

This Reference Guide also provides instructions on the updating of SIS in preparation for pre-ID answer documents for the spring 2014 CalMAPP testing (above), the California High School Exit Exam (CAHSEE) and the Fitnessgram testing. Pre-coded answer documents or barcode labels will be produced only for students who have all the required information in SIS.

**MAJOR CHANGES:** The Standardized Testing and Reporting (STAR) program has been replaced with the CalMAPP program by Assembly Bill (AB) 484. AB 484 was signed into law on October 2, 2013 and has reduced the number of paper and pencil tests to be administered in the spring of 2014. Refer to REF-6062.1 for changes in the testing calendars and for more information regarding spring 2014 CalMAPP testing. The due date to order special versions (large print and Braille) and to order teacher CAPA Manuals is December 19, 2013.

The information regarding updating SIS for pre-ID is critical. School principals and test coordinators should read the entire reference guide. The major changes are:

- new due dates for information to be in SIS (Attachments B, C1/C2), and
- NT28 has been discontinued for secondary schools due to the large reduction of the number and type of CST and CMA tests. All pre-ID for secondary schools will be run in alphabetical order by grade. Elementary schools will receive pre-ID by teacher.

This Reference Guide has been revised to provide more details regarding the testing required to fulfill the grade 11 EAP testing requirements. See page 3.



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## INSTRUCTIONS: I. BACKGROUND

### A. ORDERING TEST MATERIALS

Each year, California school districts are required to order test materials for the spring testing. The test vendor requires that test book orders be submitted by December 1, 2013 for next spring's testing. LAUSD determines these test book counts using information in ESIS and SSIS. Book counts are submitted on each school's behalf, leaving only counts of special versions (large print and Braille) and CAPA Manuals to be provided by schools by the due date of December 19, 2013.

### B. PRE-ID FOR TESTING

Pre-coded answer documents will be provided to schools in preparation for the CalMAPP (formerly STAR) program, which includes the CST & CMA Science for grades 5, 8, 10, STS RLA and CAPA for grades 2-11, and EAP ELA and Math for grade 11. Precoded answer documents will also be provided for CAHSEE for grades 10-12, and the Fitnessgram testing for grades 5, 7 and 9. Barcode labels will be used for students who enroll after the first pre-ID due date and before the final "late" pre-ID date for the CalMAPP and CAHSEE programs.

By using the pre-coded answer documents or barcode labels, teachers will only need to hand-code limited information because most of the student information will be obtained from the school's Student Information System (SIS). If a pre-coded answer document or barcode label is not available for a student, the school must hand-bubble all required demographic information on the answer document.

## II. ORDERING MATERIALS FOR SPRING 2014

### A. HOW ARE COUNTS FOR CalMAPP DETERMINED?

- CST Science is to be administered to students in grades 5, 8, and 10 unless the student is taking the CAPA or the CMA per his or her IEP. CST Science tests are determined by the number of students enrolled in SIS as of November 7, 2013. If a new student is enrolled before January 16, 2014, the CST Science test counts will be updated in the pre-ID process. Test materials for students enrolled after this date will need to be ordered as "additional materials" in the two weeks preceding the test window. NOTE: The grade 10 CST Science will be the grade 10 Life Science test that every grade 10 student is required to take (unless taking CMA Life Science or CAPA Science).
- CMA Science is to be administered to students in grades 5, 8, and 10 that have CMA Science designated in a completed IEP. When a student's IEP is complete, the information regarding the CMA Science test is transferred to SIS. The IEP information as of November 6, 2013 will be used for the CMA test count. If an IEP is finalized after November 6, 2013 but before January 16, 2014, the CMA count will be collected and updated in the pre-ID process. All students needing CMA, with IEPs completed after January 15, 2014, will not automatically receive materials. Test materials for these students will need to be ordered as "additional materials" in the two weeks preceding the test window.



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- CAPA is to be administered to students in grades 2-11 that have CAPA designated in a completed IEP. When a student's IEP is complete, the information regarding the student taking CAPA is transferred to SIS. The IEP information as of November 6, 2013 will be used for the CAPA test count. If an IEP is finalized after November 6, 2013 but before January 16, 2014, the CAPA count will be collected and updated in the pre-ID process. All students needing CAPA, with IEPs completed after January 15, 2014, will not automatically receive materials. Test materials for these students will need to be ordered as "additional materials" in the two weeks preceding the test window.
- EAP English-Language Arts (ELA) is available to all grade 11 students. For a student to receive an EAP ELA score, they must take both the EAP Writing (to be given in February), and the CST ELA test (all the components of the grade 11 CST ELA test plus the additional 15 EAP items located at the end of the CST ELA test). Counts are determined by the number of grade 11 students in Secondary SIS minus the number of CMA ELA and CAPA students.
- EAP Mathematics is available to grade 11 students taking Algebra 2B, or have completed Algebra 2AB in a previous year. Students who will be taking Algebra 2B in the spring will take the CST Algebra 2 test (all the components of the Algebra 2 test plus the 15 additional EAP items) and students who are enrolled in classes above Algebra 2 will take the CST High School Summative Math test (all the components of the High School Summative Math test plus the 15 additional EAP items). The additional EAP items are located at the end of each of these CST tests.
- STS Reading-Language Arts (RLA) is to be administered to eligible Spanish-speaking English learners (ELs) in grades 2-11. Numbers will be determined by counting the Spanish-speaking EL students enrolled in a United States school less than 12 cumulative months; and students enrolled in classes with instructional program codes of TS, MS, DS, or WB at the elementary level, and NS or DS at secondary level. The STS is in addition to the CST or CMA Science for grades 5, 8, and 10.

### B. HOW ARE COUNTS FOR CAHSEE DETERMINED?

The grade 10 counts for the CAHSEE testing are determined by the count of all grade 10 students in SIS for the Census Administration irrespective of whether the grade 10 student has passed both CAHSEE tests or is a student taking CAPA. Make-up Administration counts are determined by the marking of fields 430 and 435 in Secondary SIS after the grade 10 Census Administration. Refer to the Student Testing Unit CAHSEE Administration Instructions for the due dates for marking grade 10 make-up students.

The grade 11 and 12 counts for CAHSEE testing are determined by the count of grade 11 and 12 students who have not passed one or both of the CAHSEE tests and are not on an alternative curriculum (students taking CAPA).



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### C. HOW ARE COUNTS FOR FITNESSGRAM DETERMINED?

The grade 5, 7, and 9 counts for Fitnessgram are determined by the student's grade in SIS on the date the data are pulled.

### D. WHAT NEEDS TO BE ORDERED BY THE SCHOOLS?

#### 1. CalMAPP

- **SPECIAL VERSION TESTS** – Counts for special versions (large print and Braille) cannot be determined from SIS. Schools must check with their Special Education teachers to find out if any students with an IEP or Section 504 Plan have a requirement of a large print test or a Braille test. Counts for these special versions need to be entered on Attachment A. **PLEASE NOTE:** It may take up to 10 weeks for delivery of Braille tests. Braille tests not ordered at this time may not arrive in time for testing.
- **CAPA MANUALS** – Schools must check with their Special Education teachers to determine how many teachers will be administering the CAPA test to students. Counts for CAPA Manuals are determined by the **number of teachers administering the test**. CAPA test instructions for all grades and all test levels are included in one manual. Counts for the number of CAPA Manuals need to be entered on Attachment A.
- **ADDITIONAL MATERIALS** – Special versions and CAPA Manuals may be ordered by using Attachment A until the Student Testing Unit publishes the CalMAPP Administration Instructions in late February. When receiving your testing materials two weeks before the testing window, you must inventory your materials as soon as possible. If you determine that you need more testing materials, you must use the Additional Materials Order Form that will be included in the CalMAPP Administration Instructions.

#### 2. CAHSEE

- **SPECIAL VERSION TESTS** – Counts for special versions (large print, Braille and Audio CDs) cannot be determined from SIS. Schools must check with their Special Education teachers to find out if any students with an IEP or Section 504 Plan have a requirement of a large print test or a Braille test. Counts for these special versions need to be ordered. If you determine that special versions are needed, use the Additional Materials Order Form in the Student Testing Unit CAHSEE Administration Instructions.
- **ADDITIONAL MATERIALS** –When receiving your testing materials one week before the testing date, you must inventory your materials as soon as possible. If you determine that you need more testing materials, you must use the Additional Materials Order Form in the Student Testing Unit CAHSEE Administration Instructions.

#### 3. IMPORTANT ORDERING DUE DATE FOR CalMAPP ORDERING

Attachment A is due no later than Thursday, December 19, 2013. If Attachment A is not received, it will be assumed that the school does not require these materials. **PLEASE NOTE:** It may take up to 10 weeks for delivery of Braille tests. Braille tests not ordered at this time may not arrive in time for testing.



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## III. UPDATING STUDENT INFORMATION FOR SPRING 2014

### A. IMPORTANT DATES FOR UPDATING SIS

See Attachment B (Elementary and Middle School) or Attachment C1 and C2 (High School) for the due dates for updating SIS for spring 2014 testing.

### B. REQUIRED STUDENT INFORMATION AND ASSOCIATED PENALTIES

Schools must enter all required student information into SIS in order to receive pre-coded answer documents or barcode labels. The CALMAPP program requires the district to provide various types of student demographic information. This information is used to disaggregate test scores by ethnicity/race, gender, language fluency, disability status, and economic status. It is also used for calculating the school's Academic Performance Index (API) and Annual Yearly Progress (AYP).

A check for the completeness of the student demographics is performed when the student data are extracted from SIS and before the pre-ID barcodes are printed. **Students with incomplete demographics will not receive pre-ID barcodes.**

Other SIS information such as the student's home address is used to mail test results directly to the parent/guardian. It is very important to ensure that each student's home address is accurate in SIS. The district returned thousands of STAR and Fitnessgram Student Reports to the schools from spring 2013 testing because the home mailing addresses were incorrect or out-dated. The schools were then required to acquire the correct address and re-mail the reports. While it is recognized that a certain percentage of district families will move between the creation of pre-ID and the return of the test results, every effort needs to be made to have an accurate address in SIS at the time pre-ID is created.

#### 1. Student District ID Number

The student District ID Number (birthdate/gender/serial number) is unique to each student and will be used to download the test results back into SIS and to calculate individual matched student gains for your school. If either the student's birthdate or gender is incorrect, please enter the correct birthdate and/or gender. This action will provide a new District ID Number for the student within 2-3 days. Students new to the district must also be entered into SIS. A Student District ID Number for these students will be provided within 2-3 days after they are enrolled in SIS.

#### 2. Parent Education Level

It is the school's responsibility to check the data and enter any missing Parent Education levels. Use the following codes:

- 1 Not a high school graduate
- 2 High school graduate
- 3 Some college (includes AA degree)
- 4 College graduate
- 5 Graduate school/post-graduate training
- 6 Declined to state or unknown



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### 3. Key Fields to Report Student Demographic Information (Elementary)

<u>Screen 10</u> <b>10 Sex</b> <b>11 Ethnicity-1</b> 15 Birthdate 19 Birth Country 40 E Code 41 E Date 100 Track 102 Grade 104 Room <b>*115 Meal Program</b>	<u>Screen 3</u> 39 P/G Lang <b>45 Parent Ed Level</b>  <u>Screen 4</u> *113 Migrant ID #  <u>Screen 13</u> 80 Travel Program 81 Non-resident Reason	<u>Screen 5</u> 150 Home Language 151 English Prof. Date <b>162 Classification</b> 164 Program Placement 323 Reclassification Date 388 Waiver Granted 389 Waiver Date  <u>Screen 24</u> <b>*121 Special Ed Student Elig</b> *142 Gifted Categories  <u>Screen 2</u> 56 Ethnicity-2 <b>57 Asian/PI<sup>1</sup> subgroups</b> 58 Asian/PI <sup>2</sup> subgroups ✓186 US 1 <sup>st</sup> School Date
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**Bolded fields** are those on which the state sets tolerance levels. All others are state-required fields.

\* Automatically entered in SIS.

✓ Automatically entered for all new Kindergarten students with E7 entry code.

### 4. Key Fields to Report Student Demographic Information (Secondary)

Listed below are key fields used to report student information. The school must ensure that these fields are up-to-date and as correct as possible:

<u>Field Number</u>	<u>Field Description</u>
104	Birthdate
106	Birth Region (for students taking STS)
<b>107</b>	<b>Gender</b>
<b>108</b>	<b>Ethnicity</b> (if code = “2” [Asian] or “7” [Pacific Islander], cursor will advance to unnumbered field immediately to the right of field 108 to put in sub ethnicity – e.g., Chinese, Samoan)
236	2 <sup>nd</sup> Ethnicity (if code = “2” [Asian] or “7” [Pacific Islander], cursor will advance to unnumbered field immediately to the right of field 236 to put in sub ethnicity – e.g., Chinese, Samoan)
<b>227</b>	<b>Parent Education Level</b>
301	Home Language
302	Home Correspondence Language
312	English Proficiency Test Date
362	English Proficiency Post-Test Date
<b>341</b>	<b>Language Classification</b> (IFEP, LEP, RFEP)
351	Master Plan program
109	1 <sup>st</sup> US Enrollment
381	Reclassified FEP Date
215	Migrant



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752-754	Gifted and Talented
<b>232</b>	<b>*Free/Reduced Lunch</b>
152	Traveling Program (Magnet, CAP, PWT, OTS, PSC, etc.)
<b>701</b>	<b>Special Education Disability Code</b> (Special Day Class Code – field 702, and Special Attendance category – field 144, if applicable, will be checked)
703	Resource Specialist Program
711-715	Designated Instruction and Services (DIS)
761	Sec 504 Plan Date

**Bolded fields** are those on which the state sets tolerance levels. All others are state-required fields.  
\* Automatically entered in SIS.

## C. CAPA SIS UPDATE

School personnel must verify that all the students on the SIS list are the ones who will be taking CAPA, and check the list for any missing students. If a student is missing, it may mean that the student does not have a complete IEP, or CAPA has not been entered into Welligent as the CalMAPP test the student should be taking.

If a change needs to be made to a student’s CAPA status, it must be changed in Welligent per the student’s IEP. This change cannot be made in SIS by the school.

### 1. Elementary SIS

Pre-ID will be available for students taking the CAPA. In addition to the data that is verified in section III.B.3. above, schools must ensure that all CAPA students are identified. To print a roster which lists the students who have CAPA specified in Welligent, at the SIS Main Menu, type:

:E<Enter>

:CAPA-ROSTER<Enter>

### 2. Secondary SIS

Pre-ID is available for students taking the CAPA. In addition to the data that is verified in Section III.B.4. above, schools should ensure that all CAPA students are identified. School personnel must print a roster which lists the students who have CAPA specified in Welligent. To print this roster, type:

At the SIS menu, type: ID99,3 Press <Enter>

At the first screen, type: 4 Press <Enter>  
to accept today’s date

On the next screen at  
STUDENT SELECTION type: 708 = Y Press <Enter>

At SORT SELECTION press: <Enter>

After the computer selects and  
sorts, a new screen appears: Select the <F4> option



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For the report title, type: TEST WITH CAPA  
Press: <Enter>  
For item selection, type: 112 101 141 701 708  
When finished, press: <F2>  
On the next screen, press <F1>  
The report will begin to print.

## D. CMA SIS UPDATE

School personnel must verify that all the students on the list are the ones who will be taking grade 5, 8, or 10 CMA Science, and check the list for any missing students. If a student is missing, it may mean that CMA Science has not been entered into Welligent as the CALMAPP test the student should be taking.

If a change needs to be made to a student's CMA status, it must be changed in Welligent per the student's IEP. This change cannot be made in SIS by the school.

### 1. Elementary SIS

Pre-ID will be available for students taking the CMA Science. In addition to the data that is verified in section III.B.3. above, schools must ensure that all CMA Science students are identified for testing in the designated subject(s) indicated on the IEP. To print a roster which lists the students who have CMA Science specified in Welligent, at the SIS Main Menu, type:



:E<Enter>

:CMA-ROSTER<Enter>

### 2. Secondary SIS

Pre-ID is available for grade 8 and 10 students taking the CMA Science. In addition to the data that is verified in section III.B.4. above, schools should ensure that all grade 8 and 10 CMA Science students are identified. School personnel must create a roster which lists the grade 8 and 10 students who have CMA Science specified in Welligent. To create this roster from Welligent use the following instructions:

Accommodations and Modifications Report (IEP 121) in Welligent

- Click **WellReports Manager** icon 
- Under **Stock Reports** select **IEP/IFSP Reports**
- Click on the **Report icon**  for **Accommodations and Modifications, FAPE K (IEP121)**
  - Select your **School**
  - Click on the drop down arrow and select **California Modified Assessment Test**
- To Print the report :
  - Click on **Run** to view the report





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- Select **File** and **Print** to print the report
- To open the report with Excel:
  - Click **Excel** the report will open with Excel on a Web Page.
  - To save the file:
    - ◆ Select **File** and **Save As...**
    - ◆ Select where you want to save the file in, name of the file and change the type to Excel Workbook

File name:	"Accommodations_and_Modifications,_FAPE_K_(IEP121) 1 .xls"
Save as type:	Excel Workbook

### RELATED RESOURCES:

- REF-6062.1 “2013-14 State, Local, and National Mandated Testing Calendars”
- CalMAPP (formerly STAR) Website: [www.startest.org](http://www.startest.org)

### ASSISTANCE:

- For assistance with Elementary SIS please contact ESIS, 213-241-4617
- For assistance with Secondary SIS please contact SSIS, 213-241-4850
- For assistance or further information about CST, CMA, CAPA, STS, EAP, CAHSEE or Fitnessgram, please contact Student Testing Unit, 213-241-4104.



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**CST, CMA & EAP SPECIAL VERSIONS AND CAPA MANUALS, SPRING 2014**

School: \_\_\_\_\_ ESC \_\_\_\_\_ Loc. Code \_\_\_\_\_ 19 - 64733 - \_\_\_\_\_ CDS Code \_\_\_\_\_

Principal: \_\_\_\_\_ Name (type or print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Testing Coordinator: \_\_\_\_\_ Name (type or print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Contact Number \_\_\_\_\_ Extension \_\_\_\_\_ E-mail Address \_\_\_\_\_ @lausd.net

SPECIAL VERSIONS	BOOKS	LARGE PRINT	BRAILLE
	Grade 5 CST Science		
	Grade 8 CST Science		
	Grade 10 CST Science		
	Grade 5 CMA Science		
	Grade 8 CMA Science		
	Grade 10 CMA Science		
	GRADE 11 EAP		
	Grade 11 CST ELA (including Writing)		
	Grade 11 CST Algebra 2		
Grade 11 CST HS Summ Math			

<b>CAPA</b>	<b>Number of <u>teachers</u> giving the CAPA:</b>	
	(School will also receive one extra CAPA Manual for the CalMAPP Coordinator)	

**FAX this form to the Student Testing Unit (213) 241-8461,  
Or mail this form to the Student Testing Unit, 16<sup>th</sup> Floor, Beaudry Bldg.,  
Or email this form to [StudentTestingUnit@lausd.net](mailto:StudentTestingUnit@lausd.net)  
by December 19, 2013.**

**DUE DATES FOR UPDATING SIS  
ELEMENTARY SCHOOLS**

The student information must be updated in SIS no later than 5:00 p.m. on the following dates:

**CST & CMA Grade 5 Science, STS RLA and CAPA Grades 2-6**

Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
Single Track,	January 15, 2014	February 5, 2014

**Fitnessgram Grade 5**

Calendar	Due in SIS
All Single Track	January 6, 2014

**DUE DATES FOR UPDATING SIS  
MIDDLE SCHOOLS**

The student information must be updated in SIS no later than 5:00 p.m. on the following dates:

**CST & CMA Grade 8 Science, STS RLA & CAPA Grades 6-8,**

Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
Single Track	January 15, 2014	February 5, 2014

**Fitnessgram, Grade 7**

Calendar	Due in SIS
All Single Track	January 17, 2014

**DUE DATES FOR UPDATING SIS  
HIGH SCHOOLS**

The student information must be updated in SIS no later than 5:00 p.m. on the following dates:

**EAP Writing, Grade 11**

Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
All Calendars/Tracks	December 2, 2013	January 16, 2014

**CST & CMA Grade 10 Life Science, STS RLA and CAPA Grades 9-11**

Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
4-Track D	December 18, 2013	January 14, 2014
Single Track,	January 15, 2014	February 5, 2014
4-Track A, B, C	February 21, 2014	March 11, 2014

**CAHSEE, Grades 10, 11 and 12**

Test Administration/ Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
<b>February 4-5, 2014</b> Single Track (Gr 12 Retake) 4-Track B, C, D (Gr 10 Census) 4-Track B, C, D (Gr 11 Retake) 4-Track A, B, C, D (Gr 12 Retake)	December 18, 2013	January 14, 2014
<b>March 18-19, 2014</b> 4-Track A (Gr 10 Census) 4-Track B, D (Gr 10 Make-up) 4-Track A (Gr 11 Retake) 4-Track A, B, C, D (Gr 12 Retake) Single Track (Gr 10 Census) Single Track (Gr 11 Retake) Single Track (Gr 12 Retake)	January 28, 2014	February 14, 2014
<b>May 14-15, 2014</b> All Single Track (Gr 10 Make-up) All Single Track (Gr 12 Retake) 4-Track A, B, C (Gr 10 Make-up) 4-Track B (Gr 11 Retake) 4-Track A, B, C, D (Gr 12 Retake)	April 1, 2014	April 11, 2014 (1T) April 17, 2014 (4T)

**DUE DATES FOR UPDATING SIS  
HIGH SCHOOLS  
(Continued)**

**Fitnessgram, Grade 9**

Calendar	Due in SIS
4-Track B, D	January 6, 2014
4-Track A, C	January 13, 2014
Single Track	January 13, 2014

**EAP Multiple Choice (CST ELA, CST Alg 2 & HS Summ), Grade 11**

Calendar	Due in SIS to receive Pre-ID documents	Data due in SIS to receive "Late" Pre-ID labels for New Students
4-Track D	January 15, 2014	February 5, 2014
1-Track	February 21, 2014	Mar 11, 2014
4-Track A, B, C	March 21, 2014	April 10, 2014