



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2014 CELDT Initial and Annual Barcode Labels

NUMBER: REF-6391

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ROUTING
 Educational Service Center
 Administration
 Principals
 Assistant Principals
 CELDT Coordinators
 Testing Coordinators

PURPOSE: The purpose of this Reference Guide is to provide information regarding the delivery of the California English Language Development Test (CELDT) barcode labels to schools.

MAJOR CHANGES: The CELDT barcode labels will arrive at schools in two different shipments; the week of October 6 and October 13.

INSTRUCTIONS: ANNUAL AND INITIAL CELDT BARCODE LABELS

Enclosed with this Reference Guide are the CELDT barcode labels. This shipment contains pre-identification labels for Single-Track and Track A students from Bell High School. Annual labels are provided for students in grades 1-12 with demographic data provided in the My Integrated Student Information System (MiSiS). Initial barcode labels are also included for pre-enrolled kindergarten and new students if their Home Language Survey questions and Primary Language were entered in MiSiS by the September 29th deadline.

The student barcodes for elementary schools are arranged in alphabetical order by grade and by teacher. For secondary schools the student barcode labels are arranged in alphabetical order by grade. Verify that the demographic information printed on the barcode label is correct for each student. If the information is accurate, the barcode label may be used.

Each student in grades K-12 will have one label. The barcode labels for students to be tested must be affixed horizontally in the area indicated on the Answer Books. See Attachment A for instructions on the proper placement of the barcode labels.

When barcode labels are used, the following sections must be completed by hand:

- Box 1: Student’s Name--Print the student’s last name, first name, middle initial
- Box 2: Print “TEACHER, SCHOOL and DISTRICT.”
- Box 9: Date Testing Completed - Print and bubble the date test was completed.



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- Box 14: Testing Irregularities - Bubble this section only if directed by the Student Testing Unit.
- Box 15: Testing Variations (If applicable)

If any information on the barcode label is incorrect, the barcode label must be destroyed and all information hand-bubbled on the Answer Book. To hand-bubble the Answer Book, follow the instructions in the “CELDT 2014-15, Administration Instructions” on pages 16 and 17, “Completing Answer Books without Barcode Labels.” The 2014-15 CELDT Administration Instructions can be accessed from the Student Testing Branch webpage at <http://achieve.lausd.net/testing>.

The CELDT barcode labels will arrive at schools in two different shipments. Schools will receive their labels based on the date the demographic data was entered in MiSiS. A timeline is provided below to indicate the delivery dates to schools. The final date for submitting Initial and Annual CELDT from all schools is October 17, 2014.

Data entered in MiSiS by 5:00 p.m.	Delivery of Barcode Labels to Schools	Due to Testing Center by 3:00 p.m.
September 15	First shipment-week of October 6	October 17*
September 29	Second shipment-week of October 13	

*It is important that schools submit Initial CELDT tests by this date, so results are reported in State & District reports.

The remaining CELDT 2014-15 Edition test materials are to be kept in a secure locked location at the school for use in assessing new enrollees throughout the year with the Initial CELDT.

RELATED RESOURCES:

2014-15 CELDT Administration Instructions

ASSISTANCE:

For assistance or further information please contact the Student Testing Branch at (213) 241-4104.



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ATTACHMENT A

CELDT 2014-15 Barcode Label Instructions

- Verify that the student's demographic information on the barcode label is correct. If the information is incorrect, destroy the barcode label and bubble the demographic information.
- Affix the Pre-ID label on the Answer Book in the designated area as shown in the diagram below.
- The Pre-ID barcode label will NOT scan if placed outside the designated area or upside down. If this occurs, place a blank label over the barcode label to use the Answer Book.
- Once affixed, the label should not be removed.



Header Label
Do Not Use – Header label is used to identify and separate Pre-ID labels by group or grade.

Pre-ID Barcode Labels
Peel off and affix Pre-ID barcode label on the Answer Book.

<p>Grade: 12 Deliv. Name: Deliv. Code: Azure High State Unified 88-88888-9900003</p> <p>2014-15 CELDT</p>	<p>Alaska, Kenai A SSID: 3321456761 Local ID: 8888888 DOB: 09/11/1997 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment 2014-15 CELDT Barcode: 12819317</p>	<p>Ark, Benton F SSID: 9367890164 Local ID: 3414324 DOB: 01/01/1996 Grade: 12 Azure High State Unified 88-88888-9900003 Initial Assessment 2014-15 CELDT Barcode: 12819309</p>
<p>Conn, Shelton F SSID: 9367890164 Local ID: 3414425 DOB: 12/31/1997 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment 2014-15 CELDT Barcode: 12819321</p>	<p>Delaware, Dover G SSID: 7185012388 Local ID: 3124354 DOB: 02/02/1997 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment 2014-15 CELDT Barcode: 12819310</p>	<p>Georgia, Franklin A SSID: 8458789050 Local ID: 5656561 DOB: 03/03/1997 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment 2014-15 CELDT Barcode: 12819311</p>