



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: 2016 CELDT Initial and Annual Barcode Labels

NUMBER: REF-6765

ISSUER: Cynthia Lim, Executive Director
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DATE: September 12, 2016

ROUTING
Local District 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: None.

INSTRUCTIONS: ANNUAL AND INITIAL CELDT BARCODE LABELS

Annual labels are provided for students in grades K-12 with demographic data entered in the My Integrated Student Information System (MISIS). Initial barcode labels are also included for new students in ETK, ETK/PCC, TK, Kindergarten through grade 12, if their Home Language Survey responses, upon initial enrollment were entered in MiSiS by the August 26th deadline.

Important note: ETK/Preschool Collaborative (PCC) students must take the Initial CELDT if they are ETK age (children who turn 5 between December 3, 2016 and June 30, 2017). Schools will receive CELDT barcode labels for all PCC students identified as having the grade-level of TE in MISIS, but only those that meet the above criteria must be administered the CELDT. Verify the age of the PCC students; only use the CELDT barcode label for students that meet the age criteria.

The student barcodes for elementary and secondary schools are arranged in alphabetical order by grade. Verify that the demographic information and Test Purpose printed on the barcode label is correct for each student. If the information is accurate, the barcode label may be used. If the information or Test Purpose is incorrect, the student’s Answer Book must be hand coded.

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.



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

- Box 1: Student 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.
- Box 14: Testing Irregularities – Report Irregularities to the Student Testing Branch at (213) 241-4104 within 24 hours. Darken the bubble in this section only if directed by Student Testing Branch.
- Box 15: Testing Variations (If applicable)

If any information, including Test Purpose 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 2016-17, Administration Instructions” on pages 16 and 18, “Completing Answer Books without Barcode Labels.” The 2016-17 CELDT Administration Instructions can be accessed from the Student Testing Branch webpage at <http://achieve.lausd.net/testing>.

The CELDT barcode labels may 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. All Initial CELDT Answer Books are due to the schools’ Testing Center by September 21st for students enrolled on or before August 16, 2016. The Testing Center will be open September 19th to accept materials. No Annual tests will be accepted on this turn-in date. The final turn-in date for submitting Annual CELDT Answer Books from all schools is October 21, 2016; however, Answer Books may be submitted to the Testing Center beginning October 19th if all tests are completed.

Data entered in MISIS	Delivery of Barcode Labels to Schools	Due to Testing Center by 3:00 p.m.	
August 26	First shipment –by September 16	Initials	Annuals
September 12	Second shipment – by October 5	Sept 21	Oct 21

The remaining CELDT 2016-17 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:

2016-17 CELDT Administration Instructions

ASSISTANCE:

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



CELDT 2016-17 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 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>2016-17 CELDT</p>	<p>Alaska, Kenal A SSID: 3321456781 Local ID: 8888888 DOB: 09/11/1999 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment</p> <p>2016-17 CELDT Barcode: 12819317</p>	<p>12819317</p>	<p>Ark, Benton F SSID: 9367890164 Local ID: 3414324 DOB: 01/01/1998 Grade: 12 Azure High State Unified 88-88888-9900003 Initial Assessment</p> <p>2016-17 CELDT Barcode: 12819309</p>	<p>12819309</p>
<p>Conn, Shelton F SSID: 9367890164 Local ID: 3414425 DOB: 12/31/1999 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment</p> <p>2016-17 CELDT Barcode: 12819321</p>	<p>Delaware, Dover G SSID: 7185012368 Local ID: 3124354 DOB: 02/02/1999 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment</p> <p>2016-17 CELDT Barcode: 12819310</p>	<p>12819310</p>	<p>Georgia, Franklin A SSID: 8458789050 Local ID: 5656561 DOB: 03/03/1999 Grade: 12 Azure High State Unified 88-88888-9900003 Annual Assessment</p> <p>2016-17 CELDT Barcode: 12819311</p>	<p>12819311</p>