

SENT DATE: May 12, 2016  
SUBJECT: CELDT 2015–16 Edition Secure Materials Destruction Window Opens May 23



Dear CELDT District Coordinator:

The *California Code of Regulations*, Title 5, sections 11513–11514, and the California English Language Development Test (CELDT) *Test Security Agreement for District and Site Coordinators* require local educational agencies (LEAs) to take all necessary precautions to safeguard all tests and test materials. At the end of each school year, LEAs are required to either return secure materials to the contractor or locally destroy all tests and test materials. As the end of the 2015–16 administration approaches, CELDT District Coordinators must arrange for the secure destruction of CELDT materials **and** indicate the method of destruction through the secure District Portal of the CELDT Web site.

The Secure Materials Destruction Window for the 2015–16 Edition is **Monday, May 23** through **Friday, July 22, 2016**. Although the window opens May 23, districts will need to keep CELDT test materials on hand until all testing is complete for the current school year.

2015–16 Edition CELDT materials that must be destroyed and cannot be used in the next edition include:

- Unused Test and Answer Books
- Nonscorable Answer Books (e.g., a book for a student who has moved or a book with a Pre-Identification label that will not be used)
- Examiner's Manuals
- Scoring Training of Trainers materials including binders, CDs, and DVDs from previous editions
- Electronic copies of downloaded materials

CELDT District and Site Coordinators should retain any unused Group Identification Sheets, CELDT boxes, and Scorable Materials Return Plastic Baggies, as they may be used for the 2016–17 Edition.

There are two destruction options, both of which must be completed by July 22, 2016:

**1) Return all secure, unused, and nonscorable materials to Educational Data Systems**

If you choose to return the secure materials to Educational Data Systems, log on to the secure District Portal and select the *Request a Pickup* link. From there, select the **2015–16 Edition Secure Materials Destruction Request a Pickup** button and follow the onscreen instructions. Attach the “Materials for Destruction” return address label to each box. UPS will arrive within three working days to pick up the materials.

**2) Securely destroy the materials locally**

If you choose to destroy the materials locally, use a secure destruction method and obtain a Certificate of Destruction. Once the materials are destroyed, log on to the secure District Portal and select the *2015–16 Local Destruction of Secure Materials* link. Enter the date that the materials were destroyed at the district and follow the additional onscreen instructions. More information may be found in the *Secure Materials Destruction Instructions* document on the [Document Archive](#) Web page of the CELDT Web site.

For further inquiries, please contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at [support@celdt.org](mailto:support@celdt.org).

Sincerely,

CELDT Project Team  
Educational Data Systems