

SUBJECT: CELDT 2016–17 Edition Pre-Identification (Pre-ID) Services Opening E-mail
DATE SENT: June 3, 2016



Dear CELDT District Coordinator:

Educational Data Systems is pleased to offer optional Pre-Identification (Pre-ID) barcode labels for the California English Language Development Test (CELDT) 2016–17 Edition. Pre-ID labels are placed on the scannable Answer Books and eliminate the need to fill in most student demographic data by hand.

Submitting data file(s) and ordering Pre-ID labels are completed online by logging on to the secure [District Portal](#) of the CELDT Web site and selecting the *Pre-ID Data Management* link. Note that Pre-ID labels will not be printed and shipped until a hard copy of the purchase order is received.

There are two Pre-ID Windows during the Annual Assessment (AA) Window:

- **June 3 through September 16, 2016: Regular Window**—Files submitted during this window are processed within two weeks of the receipt of a purchase order and are subject to the “Regular Window” prices below.
- **September 19 through October 14, 2016: Expedited Service Window**—Files submitted during this window are expedited and shipped within one week after the receipt of a purchase order and are subject to the “Expedited Service Window” prices below. Districts must upload Pre-ID files, make any necessary corrections, and submit all files by Friday, October 14, 2016 for students tested during the AA Window.

Charges for these services include:

Service	Regular Window Prices	Expedited Service Window Prices
1) Setup Fee ^a	\$200.00 per district	\$250.00 per district
2) Label Fee ^b	\$0.49 per student record	\$0.55 per student record
3) Additional File Fee ^c	\$35.00	\$35.00
4) File Status Reset Fee ^d	\$65.00	\$65.00
5) Post-Submission Changes Fee ^e	\$125.00 plus hourly costs	\$125.00 plus hourly costs
6) Shipping & Handling Charges	10% of total costs, minimum of \$18.00	10% of total costs, minimum of \$18.00

^aIf the first Pre-ID file is submitted during the Regular Window, the Regular Window Setup Fee applies. If the first Pre-ID file is submitted during the Expedited Service Window, the Expedited Service Window Setup Fee applies.

^bThe Label Fee includes the parent/guardian address on the Student Performance Level Report if the address is provided in the Pre-ID file. The address cannot be added at a later date.

^cThe Setup Fee includes the submission of one file. The fee for each additional file is \$35, regardless of the window in which the file is submitted.

^dIf the district submits a file and requests that the file be reset to Pending status, this fee applies.

^eIf the district submits a file and requests changes to the data in the file, this fee applies, plus the cost of EDS staff time based on their hourly rate.

Educational Data Systems also offers year-round Pre-ID services after the close of the AA Window. During the Extended Pre-ID Window, districts may order Pre-ID labels for students tested through the end of the school year:

- **November 1, 2016 through June 12, 2017: Extended Window**—Educational Data Systems will print and ship the Pre-ID labels as files are submitted, after receiving both a submitted file and purchase order. Charges for these services can be found on the [Extended Pre-ID](#) Web page.

More information on the Pre-ID process, including links to the *2016–17 Pre-ID Data File Layout*, the online Pre-ID application, and the *Pre-ID User Guide* can be found on the [Annual Assessment \(AA\) Pre-ID](#) Web page of the CELDT Web site. Additionally, a [Pre-Identification Tutorial](#) is available and provides information on how to upload, make corrections to, and submit your Pre-ID file(s).

Fax or mail purchase orders to:

Educational Data Systems
15850 Concord Circle, Suite A
Morgan Hill, CA 95037
Fax: 408-776-7696

If you have any questions related to this process, please contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at support@celdt.org.

Sincerely,

CELDT Project Team
Educational Data Systems