

Subject: CELDT 2016–17 Edition Receiving and Inventorying of Initial Order Test Materials
Sent Date: April 29, 2016



Dear CELDT District Coordinator:

The following are important 2016–17 Edition California English Language Development Test (CELDT) Initial Order test material shipment reminders.

Delivery of Initial Order Test Materials

Initial Order test material shipments will arrive only if your district's 2016–17 Edition superintendent's designation of CELDT District Coordinator authorization was received by **Wednesday, April 6, 2016**. The delivery window for Initial Order test materials is **Friday, May 20** through **Wednesday, June 15, 2016**.

- Initial Order test materials will be shipped to the address shown on the district's home page of the secure [District Portal](#).
- Initial orders for districts that authorize the superintendent's designation of CELDT District Coordinator after the **Wednesday, April 6, 2016** deadline will be shipped after **Friday, July 1, 2016**.
- Initial orders for districts that authorize the superintendent's designation of CELDT District Coordinator after **Wednesday, July 1, 2016** will be shipped within two weeks of receipt.

Receiving and Inventorying Initial Order Test Materials

The CELDT District Coordinator will need to verify that the total number of boxes received in the district's shipment matches the number of boxes shipped according to the district box label. Contact the [CELDT Customer Support Center](#) (CSC) immediately to report any missing boxes or boxes received for another district that were delivered in error.

The CELDT District Coordinator must inventory the contents of the district boxes against the district packing lists, and likewise, school site coordinators must inventory the school boxes. If schools are closed during the Overages and Shortages Reporting Window (see dates below), the CELDT District Coordinator will need to inventory the contents of the schools' boxes against each of the school's packing lists. The district should not wait until schools return from summer break to inventory test materials.

Overages and Shortages Reporting Window

Report overages, shortages, or incorrect receipt of Initial Order test materials for your entire district to the CSC **Monday, May 23** through **Monday, August 22, 2016**.

- An overage means your district received more or different materials than stated on the packing list.
- A shortage means your district is missing items listed on the packing list or missing one or more boxes in your shipment.

If you have any questions regarding the receiving and inventorying of CELDT Initial Order test materials, please refer to the [Overages and Shortages Returns](#) Web page or the *2016–17 Edition District and Test Site Coordinator's Manual* (TCM) (to be posted on June 1, 2016) on the [Document Archive](#) Web page. Or you may contact the CSC by phone at 866-850-1039 or by e-mail at support@celdt.org.

Sincerely,

CELDT Project Team
Educational Data Systems