

**SUBJECT: 2017–18 Edition Superintendent’s Designation of CELDT District Coordinator—  
Action Required**  
**DATE SENT: March 13, 2017**



Dear CELDT District Coordinator:

This e-mail contains important information regarding the online submission process for the yearly designation of the California English Language Development Test (CELDT) District Coordinator for the 2017–18 CELDT administration.

### **Designation of CELDT District Coordinator**

Each school district and independent charter school superintendent must designate a CELDT District Coordinator, who shall be available throughout the year, to serve as the liaison between the school district and the California Department of Education (CDE) for all matters related to the CELDT program. This process must be completed annually by all districts and independent charter schools even if the CELDT District Coordinator will not change for the 2017–18 Edition.

### **Submitting the Superintendent’s Designation of CELDT District Coordinator Online**

The two-step request and authorization process for submitting the 2017–18 Edition Superintendent’s Designation of CELDT District Coordinator must be completed online for existing districts. Coordinators submit the request for designation within the secure District Portal, and the request will be e-mailed to the local educational agency’s superintendent.

Step 1: To submit the designation request, log on to the CELDT [District Portal](#) and select the *Superintendent’s Designation of CELDT District Coordinator Authorization Request 2017–18 Edition (SDF)* link near the top of the page. The online forms will be prepopulated with the district name, county, district, independent charter code and the materials shipping and billing addresses from the previous edition. It is important to verify and update any required information and select the submission button.

Step 2: An authorization e-mail will be sent to the superintendent for him/her to approve the designation of the person typed into the request for designation. Upon the superintendent’s selection of the district-specific link provided in the authorization e-mail, the coordinator will be designated for the 2017–18 Edition.

Both steps must be completed no later than **Saturday, April 1, 2017**. Once a request for designation has been submitted, a reminder e-mail will be sent to the superintendent on a weekly basis until he/she authorizes the designation.

### **District Coordinator Responsibilities Transfer on July 1, 2017**

The current 2016–17 CELDT District Coordinator will remain the coordinator through June 30, 2017. Prior to the end of the current CELDT administration, the 2016–17 Edition CELDT District Coordinator will have duties relating to the 2017–18 Edition. These duties include, but are not limited to:

- Completing the spring 2017 Scoring Training of Trainers workshop registration for district participants, if applicable
- Placing the 2017–18 Edition Initial Order of test materials in March 2017

- Receiving and inventorying the 2017–18 Edition Initial Order test materials shipment in May/June 2017
- Submitting 2017–18 Edition Pre-Identification files if submitted before July 1, 2017

Note that once newly designated CELDT District Coordinators have signed the *Test Security Agreement*, they may assist the current coordinator with activities related to training and preparing for the upcoming 2017–18 CELDT administration.

### **2017–18 Edition Initial Order Test Materials Shipment**

It is important to note that your district will receive the 2017–18 Edition Initial Order test materials shipment in May/June **only if** your district's 2017–18 Edition CELDT District Coordinator designation is received and approved by April 1, 2017.

Additionally, this order is shipped to the address shown on the home page of the secure [District Portal](#). Changing the shipping address for the Initial Order test materials shipment can be done between April 10 and April 13, 2017. Addresses can be changed back for all other shipments beginning April 17, 2017.

Initial Orders for districts that designate a 2017–18 Edition CELDT District Coordinator after the April 1, 2017 deadline will be shipped after July 1, 2017.

### **Secure District Portal Passwords**

All 2016–17 passwords will expire on June 30, 2017. The passwords to the secure CELDT District Portal will be reset on July 1, 2017 and will be sent via e-mail **only** to the newly designated CELDT District Coordinator on July 1, 2017.

### **Transition and Support**

As the current 2016–17 Edition CELDT District Coordinator, we ask for your help in coordinating the designation of the 2017–18 Edition CELDT District Coordinator with your district superintendent.

Information and important resources related to the CELDT program are available on the CELDT Web site at <https://www.celdt.org/>. If you have any questions regarding the CELDT District Coordinator designation process, 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,

Caroline Fahmy  
CELDT Project Manager  
Educational Data Systems

**Note:** Please do not send a reply to this e-mail message as this e-mail address is not monitored. If you have further questions, please contact the CELDT [Customer Support Center](#).