

SUBJECT: CELDT 2017–18 Edition Initial Ordering Window Opens March 13  
DATE SENT: March 6, 2017



EDUCATIONAL  
DATA SYSTEMS

Dear CELDT District Coordinator:

The California English Language Development Test (CELDT) 2017–18 Edition Initial Ordering Window will be open for three weeks, from **Monday, March 13 through Friday, March 31, 2017**.

**All districts must participate and submit an Initial Order for test materials.** CELDT District Coordinators may either: (a) enter new order quantities for each school and grade or; (b) confirm that the quantities Educational Data Systems has estimated for the district are accurate. Even if no changes are made to the estimated quantities, the order must be submitted by March 31, 2017. Shipments ordered by March 31 will arrive May 15 through June 15, 2017. Districts that do not submit an order by the deadline will not receive the Initial Order test materials shipment in May/June and must wait to submit an Initial Order until July 3, 2017, when the 2017–18 Edition Order Management system opens again.

**Changes for the 2017–18 Edition:**

- The CELDT 2017–18 Edition is for Initial Assessment (IA) students only. Keep this in mind when reviewing the estimated quantities, which are based on the number of IA students returned for the July–October 2016 administration months.

**Important Reminders:**

- All students whose primary language is not English, based on a home language survey, and who have not previously taken the CELDT, must be given an IA within 30 calendar days from the date of first enrollment or 60 days prior to instruction, but not before July 1.
- Include students in year one of a two-year kindergarten program (often referred to as transitional kindergarten) in the kindergarten quantities when placing your district's order.
- The current CELDT District Coordinator will place the Initial Order for the 2017–18 Edition.
- If shipped during the May/June time frame, the 2017–18 Edition Initial Order will be shipped to the current address on file (as provided on the *2016–17 Superintendent's Designation of CELDT District Coordinator [SDF]*). Beginning in July, Initial Orders will be shipped to the address provided in the 2017–18 designation.
- Test Books at grades three through twelve are reusable throughout the administration of the same edition. We encourage you to conserve resources and order fewer Test Books than Answer Books at these grades.
- Order only the quantity of test materials for each grade that you know will be used by the district during the 2017–18 school year.

- Do not include overage in the quantities submitted for the Initial Order. Districts that test a cumulative total of 101 or more students will receive a five percent overage of test materials in the Initial Order shipment. Districts will need to provide additional materials to schools as needed from the district overage and will have the opportunity to order additional materials above and beyond this overage during the Additional Ordering Window (July 1, 2017 through June 8, 2018).
- Educational Data Systems will not provide a five percent overage to districts that test 100 or fewer students. If additional test materials are needed, the district may place an Additional Order beginning July 1, 2017.
- It is highly recommended that districts order Braille and Large Print Versions in an Additional Order once the 2017–18 Edition CELDT test administration has started. This allows the district to confirm the number of students who will need to use these documents during the current school year.
- Additional Orders are fulfilled within seven working days of receipt of the order. Shipping may take up to three additional days.

Beginning March 13, 2017, you can review, edit, and submit your district's order by logging on to the secure [District Portal](#) and selecting the *Order Management* link.

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

**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](#).