

SUBJECT: CELDT 2017–18 Edition Initial Ordering Window Opens Today
SEND DATE: March 13, 2017



Dear CELDT District Coordinator:

The California English Language Development Test (CELDT) 2017–18 Edition Initial Ordering Window is now open. Districts have three weeks, until **Friday, March 31, 2017**, to submit an Initial Order for test materials for the 2017–18 Edition test administration.

All districts must participate and submit an Initial Order. 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 until July 1, 2017, when the 2017–18 Edition Order Management system opens again to submit an Initial Order.

For your reference, an [Initial Ordering Tutorial](#) is available and provides information on how to use both the online and offline Excel template ordering methods.

To review, edit, and submit your district's order, log on to the secure [District Portal](#), select the *Order Management* link, and then select either the online or offline Excel template **2017–18 Edition Initial Order** button.

For further inquiries, 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

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](#).