

SUBJECT: CELDT August Monthly Update
DATE SENT: July 27, 2017



EDUCATIONAL
DATA SYSTEMS

Upcoming Dates and Deadlines for
August 2017
Please mark your calendar!

Tuesday, August 15 and Tuesday, August 22

2017–18 Edition Scoring Training of Trainers (STOT) Workshops

District staff who are new trainers and did not attend a STOT workshop in 2017 can attend one of the final two STOT August trainings or a regional workshop. To register for an August STOT workshop, log on to the secure [District Portal](#) and select the *Scoring Training of Trainers (STOT) Workshops* link.

<u>Date</u>	<u>Day</u>	<u>Location</u>
August 15	Tuesday	Sacramento
August 22	Tuesday	Costa Mesa

To register for one of the regional workshops scheduled during the month of August, contact the hosting agency directly as shown on the 2017–18 Regional Workshop List. As each workshop becomes available, it will be posted on the [Regional Workshops](#) Web page.

Wednesday, August 16

2017–18 Edition Deadline to Report Initial Order Overages and Shortages

August 16 is the last day to report overages and shortages from the initial shipment of 2017–18 Edition test materials. Report all overages, shortages, and incorrect receipt of materials to the [CELDT Customer Support Center](#). If overages and shortages are not reported by this date, shipments are considered to be “accepted” by the district. For more information, access the [Overages and Shortages Returns](#) Web page.

Friday, August 25 through Thursday, August 31

Request a Scorable Pickup Online for August

To schedule a scorable pickup for the 2017–18 Edition test materials, access the secure [District Portal](#) and select the *Request a Pickup* link.

Did You Know?

- The Request a Pickup Web site is available only during the last five working days of each month during the 2017–18 Edition. Refer to the Retrieval Schedule in the *2017–18 Edition District and Test Site Coordinator’s Manual* for the specific dates the Request a Pickup Web site will be open each month.

- All completed Initial Assessment scorable Answer Books for the 2017–18 Edition of the CELDT should be returned to Educational Data Systems on a monthly basis for scoring and reporting. Refer to the [Packaging and Returning Scorable Documents](#) tutorial for more information.
- The Moodle Training Site is available to assist you with test examiner training. To provide access to multiple examiners at one time, fill out and submit the *Moodle User Template*, available for download within the secure [District Portal](#).
- California English Language Development Test (CELDT) District Coordinators will receive an e-mail notice each time their district's Student Score Files (SSFs) have been posted online. To download the files, access the secure [District Portal](#) and select the *Student Score Files* link.
- The Pre-Identification (Pre-ID) Window is open year round for the CELDT 2017–18 Edition Initial Assessment. More information, including prices and how to place an order, can be found on the [Pre-Identification Services](#) Web page of the CELDT Web site.
- The CELDT Fundamentals Videos are an excellent resource that provide basic information about the CELDT for new CELDT District Coordinators, trainers, and other staff. These videos can be accessed on the [Training](#) Web page of the CELDT Web site and on the [CELDT Moodle Training Site](#).

Additional information about the topics included in this e-mail is available on the CELDT Web site at <https://www.celdt.org/>. To view important dates and deadlines for test administration activities, workshops, and reporting activities, access the [CELDT Calendar](#) Web page of the CELDT Web site. 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](#).