

SUBJECT: End of CELDT Annual Assessment (AA) Window Deadlines Reminder
DATE SENT: October 3, 2016



EDUCATIONAL
DATA SYSTEMS

Dear CELDT District Coordinator:

This is a reminder that the California English Language Development Test (CELDT) Annual Assessment (AA) Window deadlines are approaching. Review the following dates to ensure that all scorable documents are returned on time.

October 31, 2016: Final day of testing during the AA Window

November 10, 2016: Deadline to Request a Pickup of AA Window Scorable Materials

- All tests administered within the AA Window, including Initial and Annual Assessments, must be packaged and shipped together by this date.
- To request a pickup by the above date, log on to the secure [District Portal](#) and select the *Request a Pickup* link.

November 17, 2016: AA Window “On-Your-Own” Shipping Receipt Deadline

- If the district cannot meet the November 10 request a pickup deadline or needs to ship additional AA Window scorable materials after this date, the district may ship the materials on its own, at its own cost. **Materials must arrive at Educational Data Systems no later than 5 p.m. on Thursday, November 17, 2016.**
- If the district ships materials on its own, the district must contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at support@celdt.org with the shipment tracking information so that Educational Data Systems can ensure that all boxes arrive for scoring.
- Any AA materials received by Educational Data Systems after November 17 will be processed as AAs outside of the AA Window. Districts do not receive apportionment for AAs tested outside the AA Window. Also, these results will not be included in the district’s Title III accountability calculations.

For information on how to package scorable documents and request a pickup, see pages 11–16 in the *2016–17 Edition District and Test Site Coordinator’s Manual*, which can be downloaded from the [Document Archive](#) Web page of the CELDT Web site. Additionally, a video on how to package and return scorable documents is available on the [Web Application Tutorials](#) Web page of the CELDT Web site.

If you have any questions about this process, 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

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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](#).