
California English Language Development Test Materials
Ordering (ARE-W009)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction details the steps to order test materials for the California English Language Development Test in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Accountability Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Administrator of Assessment, Research,
and Evaluation

4.0 DEFINITIONS:

- 4.1 ~~CELDT~~ California English Language Development Test
- 4.2 CDE – California Department of Education
- 4.3 CMC – CELDT Materials Count Access database
- 4.4 SCUSD-sql – Sequel server system
- 4.5 English Learner – Students with a primary language other than English who have are not fluent in English.

5.0 PROCEDURE:

- 5.1 Create a new CMC in March for the 2007-08 CELDT administration.

- 5.1.1 Go to SCUSD-sql and link the Schools (dbo_tblSchools) and October Student Demographic f0 0 1 0 0 Tm/F2 13.000 Tf 0 Ts 0 0 0 rgd(08 CELDT administration.)TjETQ q 0 0 816

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- 5.1.2.6 Click View/Totals.
- 5.1.2.7 On the Total line, change the text in the permnum field from Group By to Count.
- 5.1.2.8 On the Show line, uncheck the Language and rfep_rd fields.
- 5.1.2.9 Save the query as **qryCMC**.
- 5.1.2.10 Export qryCMC into an Excel spreadsheet with the same name.
- 5.1.2.11 Print the qryCMC spreadsheet.

5.2 Go to the Internet and access the test vendor's online CELDT materials ordering website.

5.3 Input the username and password received from the CDE contracted test vendor.

5.4 No W nTate 81ualn Q q 0 0 816 -1056 re W n BT 1 0 0 1 0 0 Tm/F2 13.000 Tf 0 Ts 0 0 0 rg 0.301 Tc 100.1

State Mandated Testing Procedures (ARE-P001)
Sacramento City Unified School District

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/03/07	A	Initial release.

*****End of work instruction* * ***