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

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**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

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**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 tables to the CMC.
- 5.1.2 Create a spreadsheet of English Learner students enrolled in each public school by grade by performing the following steps:
- 5.1.2.1 Add the dbo\_tblSchools and October Student Demographic tables to the query.
- 5.1.2.2 Join the two tables together using the SchCode2 field (in dbo\_tblSchools table) and the Schoolnum field (in the October Student Demographic table).
- 5.1.2.3 Display the SchNameCDE field from the dbo\_tblSchools table in the query.
- 5.1.2.4 Display the Language, rfep\_rd, grade, and permnum fields from the October Student Demographic table.
- 5.1.2.5 On the Criteria line, make the following changes: SchNameCDE field = <>"non-public", Language field = <>00, and Rfep\_rd field = is null.

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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 Using the qryCMC printout, enter the number of CELDT answer books (1 per English Learner) and test books (1 per 2 English Learners) needed for the 2007-08 CELDT administration.
- 5.5 The test vendor will confirm the number of materials ordered via email. (Note: The actual number of materials received will exceed this amount by approximately 5% of overage at the school level and 10% of overage at the district level.)
- 5.6 Save the CMC database and order confirmation emails received from the CDE contracted test vendor for one year.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 qryCMC printout.
- 6.2 Documentation for Student Demographics Tables
- 6.3 Documentation for tblSchools

**7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
qryCMC spreadsheet	Accountability Coordinator's Files	15 months	Discard as desired.	N/A
Confirmation emails	Accountability Coordinator's Files	15 months	Discard as desired.	N/A

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State Mandated Testing Procedures (ARE-P001)  
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**8.0 REVISION HISTORY:**

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

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