



EDUCATIONAL DATA SYSTEMS

Dear CELDT District Coordinator:

Please note the following important reminders and deadlines related to the California English Language Development Test (CELDT) RETEST.

If your local educational agency (LEA) is scoring the RETEST locally:

- Only the 2016–17 Edition of the CELDT may be used for the RETEST. (The 2017–18 Edition of the CELDT can only be used for testing Initial Assessment (IA) students that enter the LEA on or after July 1, 2017.)
- LEAs may use leftover 2016–17 Edition materials to test students. If additional materials are needed, LEAs may order additional 2016–17 Edition test materials through **Thursday, January 11, 2018**. Because the State's new English language assessment window opens on February 1, 2018, LEAs must complete student testing with the RETEST by **Wednesday, January 31, 2018**.
- Additional 2016–17 Edition test materials are provided at no cost; however, the LEA must pay for shipping and handling charges. A purchase order is required when you place your order. To help you determine costs, access the Quoting Tool by logging into the secure [District Portal](#) and selecting the *RETEST District Portal* link, then the *Quoting Tool* link.
- Quantities of the 2016–17 Edition test materials are limited. Test material orders will be fulfilled on a first-come, first-serve basis until inventory is gone.

If your LEA is purchasing RETEST scoring and reporting services from Educational Data Systems:

- You may order RETEST services and Answer Books through **Thursday, November 9, 2017**. Testing must be complete by **Thursday, November 30, 2017**. The processing and reporting of tests will be complete by **Wednesday, January 31, 2018**.
- The last day to ship scorable materials to Educational Data Systems is **Thursday, December 7, 2017**.
- A purchase order is required for scoring and reporting services. To help you determine costs, access the Quoting Tool by logging into the secure CELDT [District Portal](#) and selecting the *RETEST District Portal* link, then the *Quoting Tool* link.
- For each order, you will need to indicate whether a Pre-Identification (Pre-ID) file will be uploaded for that order. Pre-ID labels are included in the price of scoring and reporting services, but are not mandatory. Pre-ID labels will be shipped with the test materials order.

The Order Management system will be closed from **Friday, November 10, 2017** to **Tuesday, November 14, 2017** for maintenance.

For further inquiries about the RETEST process, please refer to the *RETEST District and Test Site Coordinator's Manual*, or contact the CELDT Customer Support Center by phone at [866-850-1039](tel:866-850-1039) or by e-mail at support@celdt.org.

Sincerely,

CELDT Project Team
Educational Data Systems