

**ADMINISTRATIVE CIRCULAR NO. 56**  
Office of Leadership and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** April 6, 2018

**To:** All School Principals, Division and Department Heads

**Subject:** RETURN OF ALL CELDT, 2017-2018 EDITION TEST MATERIALS

**Department and/or Persons Concerned:** Principals, Vice Principals, Testing Coordinators, and School Site Personnel involved in testing

**Due Date:** Traditional Calendar Schools: June 8, 2018  
Year-Round Calendar Schools: June 22, 2018

**Reference:** None

**Action Requested:** Return all CELDT, 2017-2018 Edition test materials and the *Principal's Certification Form* to the Assessment Services Department.

**Attachment:** A. Principal's Certification to Superintendent

**Brief Explanation:**

The California Department of Education (CDE) has directed all districts in California to retrieve all California English Language Development Test (CELDT), 2017-2018 Edition test booklets. Therefore, all CELDT materials, along with the *Principal's Certification Form*, must be **delivered** to the Assessment Services Processing Center, Annex 3, by June 8, 2018 for schools on the traditional calendar, and by June 22, 2018 for schools on the year round calendar. Materials may be returned between 7:30 a.m. and 4:00 p.m. Monday through Friday. CELDT materials are **not** to be returned via school mail or truck delivery.

If you have any questions, please contact Ann Runge at 619-725-7059, [arunge@sandi.net](mailto:arunge@sandi.net) or Erin Gordon at 619-725-5687, [egordon@sandi.net](mailto:egordon@sandi.net).

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