

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 17, 2021

To: Area Superintendents, All Principals, Vice Principals

Subject: INITIAL ELPAC TRAINING: 2021-2022 SCHOOL YEAR

Department and/or Persons Concerned: Principals, Vice Principals, Site English Learner Coordinators, ELPAC/Test Coordinators

Due Date: July 1, 2021 - June 30, 2022

Distribution Reference:

Action Requested: Identify the staff members at your school (or associated with your school) who will complete the Initial ELPAC 2021-2022 Training. The identified staff shall register through Moodle and complete the training prior to administering the Initial ELPAC during the 2021-2022 school year.

Brief Explanation:

The California Department of Education (CDE) has mandates that, for the 2021-2022 school year, the district use the *English Language Proficiency Assessments for California (ELPAC)* to conduct its Initial Assessment of newly enrolled students at a California public school TK-12 whose primary language is a language other than English. Every site must have an assessor. The Initial ELPAC assessment is a computer-based assessment with the exception of the TK-2 Writing Domain. This is true for both Onsite and Online Learning. *Note: **Once a TK/4 student turns 5, the Initial ELPAC will need to be administered.**

CDE requires:

- Assessors to complete training every year;
- Assessors are able to give directions in a clear articulate voice using Standard American English;
- Initial ELPAC assessments to be completed within 30 calendar days of initial school enrollment.

Moodle Training & Certification:

The CDE recommends that *certificated teachers* administer the Initial ELPAC, whenever possible. All Initial ELPAC training is to be completed online through the Moodle platform. All training participants must meet the calibration minimum requirement in order to be certified to administer the Initial ELPAC. All *Certificates of Completion* must be emailed to OLA@sandi.net. Visiting

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and Retired teachers who will be contracted through SAMS must also email their *Certificates of Completion* to subhelp@sandi.net in HR to be assured they are tagged as Initial ELPAC trained in SAMS for the 2021-2022 school year.

ELPAC Assessors:

Pursuant to the side letter agreement with SDEA, this process shall be used in the following order. It is important to discuss issues relating to work hours and pay up front when arranging for Initial ELPAC assessors. **Site funds are to be used to pay assessors for completing training and assessing students.** [LINK to side letter](#)

A. ELPAC assessors to assist your site.

- a. The Principal must ask the classroom teacher if he/she prefers to conduct the Initial ELPAC testing on his/her own students. If the teacher agrees to conduct the Initial ELPAC testing, the teacher must first complete the Moodle Initial ELPAC training. A Visiting Teacher will be hired to cover the teacher's classroom while the teacher conducts the Initial ELPAC testing.
- b. If the teacher declines to conduct the Initial ELPAC testing for his/her own students, the Principal must use the SAMS system to select an ELPAC trained retired visiting teacher who is willing to conduct the Initial ELPAC testing.
- c. If a retired visiting teacher cannot be hired, a regular (non-retired) visiting teacher who has been Initial ELPAC trained can be hired to conduct the Initial ELPAC testing.

B. If a site wishes to contract with ELPAC-trained educators who are former or current employees of the district, arrangements for compensation are the responsibility of the site administrator.

C. Retired visiting teachers who administer the Initial ELPAC must be compensated in accordance with SDEA contract Appendix D, Section 7.00, which is currently \$37.84 per hour (Non-classroom Hourly).

D. If the classroom teacher does not want to conduct the Initial ELPAC testing of his/her students, and a retired visiting teacher is not available, trained Classified staff may administer the Initial ELPAC. They should be paid at their appropriate "Regular Time" hourly pay rate for assessing students.

E. Trained Initial ELPAC assessors can be requested through the SAMS system. Questions regarding SAMS should be directed to Human Resources.

QUESTIONS?

- About processing and payment of temporary, casual, and retired employees to assist with ELPAC administration. Contact Human Resources at (619) 725-8089.
- About materials and logistics. Contact Assessment Services Department at (619) 725-7065 or Ann Runge (arunge@sandi.net)

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- Related to Initial ELPAC Test Training and Administration. Call the Office of Language Acquisition (619) 725-7264 or (619) 725-7392, Bonnie Doherty (bdoherty@sandi.net) or Nevada Allen (nallen@sandi.net).

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APPROVED:

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Chief of Leadership and Learning
Office of Leadership and Learning

TL:as

Attachment: [Accessing the Initial ELPAC Moodle Training Website](#)