

CELLA Communiqué #5

District Conference Calls - Mark Your Calendar

We want to alert you this week to some very important dates and ask that you save the dates by entering these conference calls on your calendars. Call-in number, additional details, and handouts will be distributed approximately 2 weeks before the first call on each topic.

For the 2008 CELLA Administration we have scheduled the following conference calls with the districts:

- **“How To Return Materials” – Material Handling**
The purpose of these calls is to focus on the packaging and returning of CELLA test materials to ETS for scoring and reporting. We will review how to complete the header sheets, packing your white and brown boxes, use of the new colored labels, return envelope, and how to schedule a pick-up with K2 Logistics.
 - April 29 from 10:00 am to 11:30 am
 - May 15 from 1:30 pm to 3:00 pm
 - *Miami-Dade District & Schools Only*
May 7 from 10:00 am to 11:30 am
- **Debrief Conference Calls**
These conference calls will allow each district the opportunity to share their feedback, experiences, and suggestions for improving the CELLA program in the future. Your participation in this session is key to the ongoing success of the program.
 - June 11 from 10:00 am to 11:30 am
 - June 12 from 1:30 pm to 3:00 pm
- **“How to Interpret & Use the CELLA Scores”**
These calls will focus on the three different types of paper score reports, the electronic file on the district CD, and how to interpret and use the scores in your district.
 - These conference calls will be scheduled in July. Look for more information on specific dates to follow in the upcoming month.