

2008 FLORIDA CELLA COMMUNIQUE #6

PreID Labels and Preprinted Header Sheets


The CELLA PreID labels and preprinted header sheets should arrive at your district on or about April 1, 2008. Remember the PreID labels and preprinted header sheets are sent separately from the test materials.

PreID Labels

- The labels are packaged by grade within a school. Color paper is placed to divide each grade.
- In addition to the PreID labels a roster is provided for each grade.
- Each sheet of preidentified student labels contains 7 student names with 2 labels per student.
- Each student needs **ONLY ONE** label. The second label is provided in case the first label becomes damaged.

School personnel are responsible for ensuring that certain preidentified student information is correct. The following information **MUST** be correct in order for the student label to be used:

- **Student's Last Name**
- **Student ID Number**
- **Grade Level**
- **School Number (Code)**
- **District Number**

CELLA-FL District Name, School Name School Code 1234	Spring 2008
	
P 123456789012345	
Student, First Student ID # 123456789	Grade: 01 DOB: 01/01/1999 Gender: M

If any of the above information is incorrect, the label cannot be used and all demographic information must be gridded on the answer sheet.

Preprinted School Header

Each school will receive 2 preprinted school headers. One should be used to return the **TO BE SCORED** material and the other is provided in case the first sheet becomes damaged.

- Use **ONE** preprinted School Header Sheet for each school.
- Do **NOT** use the preprinted School Header Sheet if any of the information is incorrect.

- You will need to complete items 4, 5, and 6 on the header sheet. Refer to Appendix B of the Test Administration Manual for a sample of the School Header Sheet.
- If you do not have any of the preprinted School Header Sheets, extra blank school header sheets are provided in the *2008 CELLA Material Return Kit*.

Preprinted Grade Header

Each school will receive 8 preprinted grade headers to separate each grade tested when returning the TO BE SCORED material.

- Use ONE preprinted Grade Header Sheet for EACH grade tested.
- Grade Headers are NOT to be used for each classroom.
- Do NOT use the preprinted Grade Header Sheets if any of the information is incorrect.
- You will need to complete items 4, 5, and 6 on the header sheet. Refer to Appendix B of the Test Administration Manual for a sample of the Grade Header Sheet.
- If you do not have any of the preprinted Grade Header Sheets, extra blank grade header sheets are provided in the *2008 CELLA Material Return Kit*.

Note on USED/UNUSED and NOT TO BE SCORED Headers

The USED/UNUSED School Header Sheet and the NOT TO BE SCORED School Header Sheet are not available in the preprinted format. Please use the sheets from the *2008 CELLA Material Return Kit*. Each school should use 1 USED/UNUSED School Header Sheet and 1 NOT TO BE SCORED School Header Sheet. The additional sheets have been provided as extras in case the first sheets become damaged.