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MEMORANDUM

TO: District MIS Directors
District CELLA Coordinators

FROM: Lavan Dukes, Chief 
Education Information and Accountability Services

Lisa C. Saavedra, Executive Director, 
Academic Achievement through Language Acquisition
K-12 Public Schools

DATE: October 19, 2006

SUBJECT: PRE-ID LABEL FILES FOR SPRING 2007 CELLA ADMINISTRATION

In preparation for the spring 2007 administration of the Comprehensive English Language Learning Assessment (CELLA), districts must follow the process described below to submit English language learners (ELL) student identification information needed for pre-gridding test labels. This data collection is designed to ensure that the most recent data is used for the pre-gridding process, therefore minimizing the amount of staff time used in bubbling in the answer documents for students without a correct Pre-Identification (Pre-ID) label.

Process

- Submit three formats for each ELL student – 1) CELLA Pre-Identification English Language Learners Information; 2) CELLA Pre-Identification Student

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Process (continued)

Demographic Information, and 3) CELLA Pre-Identification Federal/State Indicator Status. (See attachments 1, 2 and 3.)

- Submit an additional format, CELLA Pre-Identification Exceptional Student, if the ELL student has a primary exceptionality. (See attachment 4.)
- Use '7' as the Survey Period Code for this submission.
- All files should be submitted to the Northwest Regional Data Center (NWRDC) using the standard procedures for Student Data Base record processing.
- Review the resulting edit files and send corrections to the data, as needed.

Timeline

- The due date for submission of all initial data files is January 12, 2007.
- State processing will begin January 8, 2007 and end January 19, 2007.

Contact Persons

Should you have any questions, please contact Nada Scott, Program Specialist, Education Information Services at 850-245-9080 or via e-mail at nada.scott@fldoe.org, or Pat Faircloth, Program Specialist, Academic Achievement through Language Acquisition at 850-245-0885 or via e-mail at pat.faircloth@fldoe.org.

LD/LCS

Attachments

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State Assessment Coordinators
District ESOL Coordinators