MEMORANDUM

TO: Florida CELLA School Coordinators

FROM: Questar Assessment, Inc.

DATE: Spring/Summer 2010

SUBJECT: 2010 CELLA Reports Shipment

This shipment contains three items: the 2010 CELLA Individual Student Reports (ISRs), the 2010 CELLA Interpretive Guides, and the school user names and passwords for accessing selected CELLA reports online at ServicePoint.

Individual Student Reports: There are two copies of each student's ISR. The ISRs are separated into two stacks, one copy to be provided to the student or parent, and a second copy to be retained in the student's cumulative folder.

The 2010 CELLA Interpretive Guide: The shipment contains a copy for each student tested including overage. This document should be distributed with the ISRs. The printed copy is in English and Spanish, translations into other languages are available on the web at the address printed on the front of the guide.

ServicePoint User Names and Passwords: School level user names and passwords are provided for the school to access selected CELLA reports online at ServicePoint. ServicePoint is Questar's online portal for Florida School Districts and Schools. Schools can access the Spring 2010 School Report and the Spring 2010 District Report on line at ServicePoint. The reverse side of the document containing the user names and passwords has a quick reference guide to assist school personnel in accessing their reports.

If the reports shipment is missing any materials, or you have questions about CELLA, please contact Assessment or ESOL personnel at the district level. Each district will be provided with access to school user IDs and passwords should they be lost or misplaced.

For technical questions related to using ServicePoint, please contact Steven Daniels, Customer Service Representative, toll-free at 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com. Customer Service is available Monday through Friday, 7:00 am through 6:00 pm Eastern Time.