

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 28, 2018

To: All Principals

Subject: SUMMATIVE ELPAC TRAINING: SPRING 2019

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

Due Date: Prior to selected training dates

Reference:

Action Requested: Identify the staff members at your school (or associated with your school) who must attend the Summative ELPAC 2019 Training and have them register to do so prior to the selected training date(s).

Brief Explanation:

State and federal laws require that all students whose primary language is other than English be assessed for English language proficiency (ELP). The ELPAC is the state's designated test of ELP. The Summative ELPAC is an annual assessment to measure an English learner's progress in learning English and identify the student's English language proficiency level.

Conducting Summative ELPAC assessments within timelines can be challenging. Principals should take the following issues into consideration and be strategic in planning sufficient staffing to administer the Summative ELPAC.

1. The Summative ELPAC window begins on February 1, 2019 and ends on March 15, 2019.
2. All four domains of ELPAC must be administered to each already identified English learner.
3. Certain domains and grade spans must be administered individually.

All test examiners must be academically proficient in Standard American English. Examiners must have *very little or no accent* in the pronunciation of Standard American English.

In addition, assessors should be familiar with the developmental language characteristics of children at the grade levels they are to test, **especially those who are administering the Kindergarten and First Grade assessments.** The CDE recommends that certificated

teachers administer the ELPAC, whenever possible.

The Office of Language Acquisition (OLA) has scheduled eight opportunities for site staff to attend centralized training to administer the 2018-19 Summative ELPAC. Attachment A contains the schedule, registration information and locations. Training will focus on administering and scoring Speaking, and administering Listening, Reading and Writing.

Participants may register at any time prior to a training session; however, space is limited in each session, so we suggest registering as soon as possible to assure attendance at the session of choice. **The target audience is staff assigned with EL Coordination and any staff member that will be administering any domain of the Summative ELPAC. Staff who were trained on last year's 2017-18 Summative ELPAC are still required to attend training this because content in all domains has changed.**

PAYMENT FOR, AND STAFFING OF, ELPAC SESSIONS

- A. **It important to discuss issues relating to pay and work hours up front, when arranging for ELPAC test examiners to assist your site. If a school wishes to contract with ELPAC – trained educators who are former or current employees of the district, arrangements for compensation are the responsibility of the school principal. Site funding sources must be identified to cover these costs.**

Retired teachers may administer Summative ELPAC but must be compensated in accordance with Section 7.00 Appendix D, which is currently \$34.39 per hour. Visiting teachers may administer Summative ELPAC if retired teachers are not available.

Trained Classified staff may administer Summative ELPAC. They should be paid at their appropriate “Regular Time” hourly pay rate for assessing students beyond their normal working hours.

- B. Participants in the training who are non-management, regular district employees will be paid by OLA at the applicable (certificated or classified) hourly workshop participation rate for training time spent beyond their regular working hours. **OLA will NOT pay temporary, or retired employees for attending training. Compensation for such personnel is the responsibility of the site.**
- C. If you plan on using additional staff (e.g. retired, visiting, etc.) to assist in administering the Summative ELPAC in the spring, you will need to contact them and ensure they register and attend training this winter, if they are among the target audience. **You will be expected to use site funds to pay all such employees for attending training and assessing students.**
- D. Trained Summative ELPAC assessors can be requested through the SAMS system. Questions regarding SAMS should be directed to HR.

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
- Related to Summative ELPAC Test Administration? Call the Office of Language Acquisition (619) 725-7264 or (619) 725-7392

Sandra Cephas
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APPROVED:



Jim Solo
Executive Director
Office of Leadership and Learning

Attachments (1)
Summative ELPAC 2019 Training Schedule