



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Periodic Assessment List Serv (PALS)
NUMBER: MEM-3740.0
ISSUER: Ronni Ephraim, Elementary Chief Instructional Officer
 Robert Collins, Secondary Chief Instructional Officer
DATE: June 7, 2007

ROUTING
 Local District Superintendents
 Local District Administrators of
 Instructional Services
 Local District Directors of School
 Services
 Local District Directors/
 Coordinators/Specialists for
 Literacy, English/Language
 Arts, Mathematics, Science,
 History/Social Science
 School Principals
 Assistant Principals
 Literacy Coaches
 Mathematics Coaches
 Science Lead Teachers
 History/Social Science Department
 Chairs
 Testing Coordinators
 UTLA Chapter Chairs

PURPOSE: The objective of this Memorandum is to describe a new communication process for educators using Periodic Assessments. This new communication process is facilitated by creating an electronic mailing list to share information and facilitate discussion around the District’s periodic assessments.

The purpose of the Periodic Assessment List Serv (PALS) is to provide educators immediate access to:

- the exchange of ideas and effective teaching practices via email so all educators who have subscribed to PALS can participate in an online professional learning community.
- a moderated forum to make suggestions to continuously improve the usefulness and functionality of the Periodic Assessment program.

MAJOR CHANGES: The establishment of PALS is *not* meant to take the place of any of the current Helpdesk functions. It is intended to provide teachers with a forum to engage in dialogue with colleagues around increasing student achievement using the District’s periodic assessments.

INSTRUCTIONS: Beginning in June, 2007, the Periodic Assessment List Serv (PALS) will be available to all educators to support student learning by sharing best practices in the use of formative data. The PALS is a moderated list where participants can share best practices by emailing questions or comments to a list of subscribers. Responses to those questions and comments are then available to all subscribers via email. The link to subscribe to PALS is located on the Periodic Assessment website under “Inside LAUSD”.

Schools are requested to do the following:

1. Remind educators that PALS is *not* a Helpdesk. For missing or incorrect materials and questions about missing data, contact the Princeton Review Helpdesk at (888) 745-7737 or via email at helpme@review.com.



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2. Communicate with teachers about the purpose and value of regular dialogue and feedback through subscription to PALS.
3. Encourage using PALS for sharing of effective teaching practices (e.g. sharing a particular instructional strategy for helping students understand content shown by the periodic assessments to be particularly challenging; sharing tips about how to communicate periodic assessment data to parents; providing feedback to improve the functionality of data reports; etc.).
4. Specify the topic of the comment or suggestion by including grade or subject specific key words in the subject line of email comments or queries.

RELATED RESOURCES:

Periodic Assessment Program information can be accessed online by going to www.lausd.net and logging on to “Inside LAUSD.” From there, click the “Periodic Assessment” link in the “Resources & Applications section.” The following materials can be accessed from the Periodic Assessment Web page:

- *Professional Development Guide to Accompany the Comparability Charts* (available on line “Inside LAUSD, Periodic Assessment” website)
 - The “Comparability Charts” are available for each teacher to post and display the alignment between standards measured on the California Standards Tests (CST) and the District’s Periodic Assessments; copies of charts per subject and grade level are available through the Local District Administrator of Instruction
- *Professional Development Guide for Periodic Assessments: A Tool for Analyzing Periodic Assessment Data and Using Results to Inform Collaborative Conversations* (available online)
- *Professional Development Guide for Secondary Periodic Assessments: A Tool for Analyzing Periodic Assessment Data and Using Results to Inform Collaborative Conversations* (available online)
- Memorandum MEM-3745.0: “2007-08 Schedule of District Diagnostic Periodic Assessments--Single-Track Elementary Schools” (June 6, 2007)
- Memorandum MEM-3746.0: “2007-08 Schedule of District Diagnostic Periodic Assessments--Three-Track Elementary Schools” (June 6, 2007)
- Memorandum MEM-3747.0: “2007-08 Schedule of District Diagnostic Periodic Assessments—Four-Track Elementary Schools” (June 6, 2007)
- Memorandum MEM-3742.0: “2007-08 Schedule of District Diagnostic Periodic Assessments--Single-Track Secondary Schools” (June 6, 2007)
- Memorandum MEM-3743.0: “2007-08 Schedule of District Diagnostic Periodic Assessments--Three-Track Secondary Schools” (June 6, 2007)
- Memorandum MEM-3744.0: “2007-08 Schedule of District Diagnostic Periodic Assessments—Four-Track Secondary Schools” (June 6, 2007)
- Reference Guide REF-3731.0: “Procedural Guidelines for Administering Mathematics Periodic Assessments for Kindergarten-Grade 5” (June 6, 2007)
- Reference Guide REF-3733.0: “Procedural Guidelines for Administering Science Periodic Assessments Grades 4-5 (June 6, 2007)



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- Reference Guide *REF-3734.0*: “*Procedural Guidelines for Administering English/Language Arts Periodic Assessments for Grades 6-10*” (June 6, 2007)
- Reference Guide *REF-3737.0*: “*Procedural Guidelines for Administering History/Social Science Periodic Assessments for Grade 8*” (June 6, 2007)
- Reference Guide *REF-3736.0*: “*Procedural Guidelines for Administering Mathematics Periodic Assessments for Grade 6-Algebra*” (June 6, 2007)
- Reference Guide *REF-3735.0*: “*Procedural Guidelines for Administering Science Periodic Assessments for Grades 6-12*” (June 6, 2007)

ASSISTANCE: For assistance using the Periodic Assessment List Serv (PALS), contact the Periodic Assessment Unit:

- William Tarr, Coordinator (213) 241-6873, william.tarr@lausd.net
- John Ortega, Specialist (213) 241-2505, john.ortega@lausd.net
- Sonny Nguyen, Specialist (213) 241-3376, sonny.nguyen@lausd.net