



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** 2010-2011 District’s *Periodic Assessment Program*  
Schedule, Three-Track Secondary Schools

**NUMBER:** MEM-5177

**ISSUER:** Cynthia Lim, Executive Director  
Office of Data and Accountability

**DATE:** July 19, 2010

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

**PURPOSE:** The purpose of this Memorandum is to provide the schedule for the District’s Assessments for three-track secondary schools for 2010-2011.

Based on feedback from teachers and administrators, District assessments will encompass a wide range of instructional tools in the 2010-2011 school year.

District assessments for secondary schools include: 1) Periodic assessments in core subject areas of English/Language Arts, Mathematics, Science and History/Social Science; 2) Diagnostic assessments to identify students in need of intervention and to provide for proper program placement: in grade 8 for English/Language Arts (ELA) and Mathematics, with an end-of-course Algebra assessment as well as CAHSEE diagnostics for grades 9 and 10; and (3) Progress-Monitoring assessments, of no more than 10 items and targeted to key standards, which are available online to provide teachers flexibility in checking student mastery of instructional goals.

Multiple assessment opportunities are a vital component of an effective, well-balanced instructional program and support teachers’ ability to plan effectively, monitor student progress in standards-based instruction, and determine the efficacy of instruction and intervention matched to student need. A Response to Instruction and Intervention (RtI<sup>2</sup>) framework embraces the use of assessments to monitor student progress in standards-based instruction.

**MAJOR CHANGES:** This Memorandum replaces Memorandum 4787.0 dated June 29, 2009. Major changes to the program include the following:

- 1) The 5<sup>th</sup> and 8<sup>th</sup> Grade Math Diagnostics will continue, and 5<sup>th</sup> and 8<sup>th</sup> Grade English/Language Arts Diagnostics will be introduced.
- 2) The Algebra end-of-course assessment, piloted in 2009-2010, becomes a district-wide feature, for students in every Algebra 1 course.
- 3) Progress-Monitoring assessments, an online-only feature, will be available for all courses with Periodic Assessments.
- 4) The Math and ELA CAHSEE Diagnostic administrations will be given in the first semester for 10<sup>th</sup> grade and mid-year for 9<sup>th</sup> (refer to the calendars for exact dates).
- 5) In History/Social Science, the assessments for Grade 11 U.S. History will be



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available as an online-only feature for optional use.

- 6) The Periodic Assessment Program requests each school to identify one staff member as the School Contact for the Periodic Assessment Program (see Attachment C). Year-Round schools may designate more than one School Contact in order to cover all tracks. The Periodic Assessment program will communicate important information regarding the program with the School Contact on a timely basis.

Please refer to the subject area Reference Guides for further information on these new initiatives.

Adjustments have been made in determining the assessment window in order to provide maximum flexibility so that schools can schedule the administration of assessments and make-up sessions, obtain and analyze data with colleagues, and adjust instruction to accommodate for the identified learning needs of students. The attachments reflect only the single date by which the window should close. Answer sheets will arrive in schools three to four weeks prior to the "End Date." Answer sheets should be submitted via school mail by no later than the End Date in order to be included in the District's Summary reports for participation and performance.

## **INSTRUCTIONS:**

1. **PLANNING PROFESSIONAL DEVELOPMENT TO SUPPORT THE USE OF *PERIODIC ASSESSMENTS***

Administrators are to meet with personnel responsible for planning the school calendar to ensure professional development time is provided to coordinate the effective implementation of the *Periodic Assessments* by:

- reviewing previous and current assessments (depending upon subject) and the assessment blueprints which are provided on the "Comparability Charts" referenced in the "Related Resources" section of this Memorandum;
- planning appropriate standards-based instruction;
- scheduling designated professional development days following the administration of the periodic assessments to analyze achievement data and to plan subsequent instruction for student learning needs.

2. **DELIVERING ASSESSMENT MATERIALS**

Student assessment booklets are set to be delivered twice to schools: in August and December for year-round schools and in September and December for single-track schools. Individualized student answer sheets will be delivered three to four weeks prior to the designated End Date for each assessment to ensure answer documents are aligned with the most recent data from the District's Student Information System (SIS).

3. **PREPARING FOR ADMINISTRATION OF ASSESSMENTS**

Flexibility can be provided for multiple assessments during overlapping assessment windows. However, schools must administer the assessments no later than the specified End Date for each assessment in order to obtain timely data to inform future instruction.

4. **OPTIONS, CONTINUATION, SPECIAL EDUCATION AND ALTERNATIVE CALENDAR (including 4X4) SCHOOLS**

Schools on alternative calendars or continuous enrollment may establish their



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own assessment windows linked to the *Instructional Guides* and coordinated through their Local Districts. In order to receive individual pre-printed answer sheets they must be requested no later than three weeks prior to the desired assessment date. Answer sheets can be ordered from the CoreK12 Helpdesk at (888) 745-7737.

### 5. ADMINISTERING ASSESSMENTS

a. The “2010-2011 Schedule of *Periodic Assessments*” is provided on **Attachment A** for Grades 6-8 and **Attachment B** for Grades 9-12 for the following subjects:

- English/Language Arts (Grades 6-10),
- Mathematics (Grades 6, 7, Algebra Readiness, Algebra 1 and Geometry)
- History/Social Science (Grades 7, 8, and 10)
- Science (Grades 6-8, Biology, and Chemistry)

SPAN schools must refer to the appropriate calendars for their grade levels.

b. Teachers are to administer the assessments by the End Date for each assessment, place answer sheets in the white plastic bag addressed to: LAUSD MAIL UNIT – LAUSD PERIODIC ASSESSMENT ANSWER SHEETS, and place the bag in the school’s mail bag. Teachers are to use the student performance data, available on the Internet within 24-48 hours at <https://lausd.corek12.com>, to accomplish the following:

- provide information to strengthen standards-based instruction;
- identify target areas for professional development;
- provide “Individual Student Level Reports” to parents regarding student progress toward proficiency;
- help motivate students to become more responsible for their own learning;
- adjust instruction to take into account the results of the periodic assessments and student learning needs.

### RELATED RESOURCES:

The resources for each subject area include the following:

- District *Instructional Guides* and accompanying professional development materials for English/Language Arts, History/ Social Science, Mathematics and Science
- *Professional Development Guide to Accompany the Comparability Charts* (available online “*Inside LAUSD, Periodic Assessment*” website)
  - The “Comparability Charts” are available for each teacher to post and share with students 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 each Local District Administrator of Instruction
- *Professional Development Guide for Secondary Periodic Assessments: A Tool for Analyzing Periodic Assessment Data and Using Results to Inform Collaborative Conversations* (available online “*Inside LAUSD, Periodic Assessment*” website)
- *Building Quality Learning Using Periodic Assessments* (available online “*Inside LAUSD, Periodic Assessment*” website)



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- Memorandum MEM-3740.0 “*Periodic Assessment ListServ (PALS)*” (June 6, 2007)
- Memorandum MEM-4092.0 “*Periodic Assessment Brochure: What Students and their Families Need to Know*” (January 16, 2008)
- Reference Guide “*Procedural Guidelines for Administering English/Language Arts Periodic Assessments for Grades 6-10*” (**Set for late July publication\***)
- Reference Guide “*Procedural Guidelines for Administering History/Social Science Periodic Assessments for Grades 7, 8 and 10*” (**Set for late July publication\*** )
- Reference Guide “*Procedural Guidelines for Administering Mathematics Periodic Assessments for Grade 6-Geometry*” (**Set for late July publication\***)
- Reference Guide *Procedural Guidelines for Administering Science Periodic Assessments for Grades 6-12*” (**Set for late July publication\***)

**\*Please check the Periodic Assessment Program homepage on [lausd.net](http://lausd.net) (look under “Offices”) for these and other key documents after official publication.**

**ASSISTANCE:** For further assistance or information, first contact your school’s content area Instructional Coach, Lead Teacher or Department Chair. For additional support, contact your Local District Administrator of Instruction, content area Specialist/Expert/Coordinator. At the Central District level, contact the Office of Curriculum, Instruction, and School Support at (213) 241-5333 or the District’s Periodic Assessment Unit at (213) 241-6873.



**2010-2011 Periodic Assessment Program Schedule  
Three Track Middle Schools, Grades 6-8**

Assessments should be administered no later than the End Date identified below

	JULY																															AUGUST																															SEPTEMBER																															OCTOBER																															NOVEMBER																															DECEMBER																														
	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24																																																											
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Instructional Days    
 Annual CELDT

= End Date for Assessment     M = Mathematics  
 E = English/Language Arts     S = Science 6, 8  
 H = History/Social Science     S7 = Science 7









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ATTACHMENT C

**Periodic Assessment Program  
DESIGNATION OF PERIODIC ASSESSMENT PROGRAM SCHOOL CONTACT  
FOR THE 2010-2011 SCHOOL YEAR**

PLEASE COMPLETE ALL INFORMATION

**PERIODIC ASSESSMENT PROGRAM SCHOOL CONTACT**

Name \_\_\_\_\_ Employee No. \_\_\_\_\_

Position/  
Title \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ email address \_\_\_\_\_ @lausd.net

Track (for multi-track schools)  A  B  C  D \_\_\_\_\_

**SCHOOL AND ADMINSTRATOR INFORMATION**

School \_\_\_\_\_ Location Code \_\_\_\_\_ Local District \_\_\_\_\_

Check one  Single-Track Traditional  Balanced Traditional  Early Start  
 Three-Track  
 Four-Track

Principal \_\_\_\_\_ email address \_\_\_\_\_ @lausd.net

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Fax the completed form to the Periodic Assessment Program at (213) 241-8969.

**FAX BY OCTOBER 1, 2010**