



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

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

NUMBER: MEM-5179

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 Elementary Directors of
 School Services
 Local District Elementary Science Expert/
 Specialist or , Mathematics Coordinator
 School Principals
 Assistant Principals
 Instructional Coaches, Mathematics
 Science Lead Teachers
 Testing Coordinators
 UTLA Chapter Chairs

PURPOSE: The purpose of this Memorandum is to provide the schedule for the District’s Assessments for four-track elementary 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 elementary schools include: 1) Periodic assessments in core subject areas of Mathematics and Science; 2) Diagnostic assessments to identify students in need of intervention and to provide for proper program placement in Grade 5 Mathematics and English/Language Arts (ELA), as well as initial diagnostics for Grades K-1 (in 20/20/20 format) and 2; 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 (RtI²) framework embraces the use of assessments to monitor student progress in standards-based instruction.

MAJOR CHANGES: This Memorandum replaces Memorandum 4785 dated June 29, 2009. Major program changes for elementary periodic assessments include:

1. Assessment booklets for elementary mathematics at all elementary grade levels will be consumable this year, while assessment booklets for Elementary Science Grades 4 and 5 remain non-consumable. Students must not write in the Science 4 and 5 booklets and schools must not discard these booklets because they may be re-used in subsequent years.
2. The program will introduce start-of-the-year diagnostic assessments in Kindergarten, Grade 1 (these in 20-20-20 format) and Grade 2, and an end-of-the year diagnostic in Grade 5 for Literacy.
3. Progress-Monitoring assessments will be available online for all courses offering periodic assessments, as well as for English Language Development and Intervention.
4. The Periodic Assessment Program requests each school to identify one staff member as the School Contact for the Periodic Assessment Program (see Attachment B). Year-Round schools may designate more than one School



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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. Answer sheets should be submitted via school mail by no later than the closing date of the assessment window in order to be included in the District's summary reports for participation and performance. Schools must administer the assessments within the specified windows in accordance with MEM-3275.1 (September 14, 2006) and the Superintendent's Letter to Employees (January 26, 2009).

INSTRUCTIONS:

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 two weeks prior to each designated window. The 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 window in order to obtain timely data to inform future instruction.

4. ADMINISTERING ASSESSMENTS

a. The "2010-2011 Schedule of Periodic Assessments for Four Track Elementary Schools, Grades K-5" is provided on **Attachment A** for the following subjects:

- Mathematics (Grades K, 1, 2, 3, 4 and 5)
- Science (Grades 4 and 5)

b. SPAN schools must refer to the appropriate calendars for their grade(s).



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- c. Teachers are to administer the assessments by the last date of the assessment window, 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>, in order 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 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
- *Building Quality Learning Using Periodic Assessments* (available online “*Inside LAUSD, Periodic Assessment*” website)
- Memorandum MEM-3740.0 “*Periodic Assessment ListServ (PALS)*” (June 6, 2007)
- Memorandum MEM-4535.0 “*Periodic Assessment Brochure: What Students and their Families Need to Know*” (October 27, 2008)
- Reference Guide “*Procedural Guidelines for Administering Mathematics Periodic Assessments for Kindergarten-Grade5*” (**for late July publication***)
- Reference Guide “*Procedural Guidelines for Administering Science Periodic Assessments in for Grades 4-5*” (**for late July publication***)

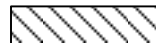
***Please check the Periodic Assessment Program homepage on lausd.net (look under “Offices”) for these and other key documents after official publication.**

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.



HOLIDAY



2010-2011 Periodic Assessment Program Schedule Four Track Elementary Schools, Grades K-5

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

M = Mathematics S = Science
 For Grade 6 assessment dates, please see the
 Middle School calendars



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ATTACHMENT B

**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