



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2011-2012 District *Comprehensive Assessment Program* assessment schedule, Elementary Schools, Grades K-5/6

NUMBER: MEM-5518.2

ISSUER: Judy Elliott, Chief Academic Officer
Office of Curriculum, Instruction, and School Support

Cynthia Lim, Executive Director
Office of Data and Accountability

DATE: July 21 , 2011

ROUTING
Local District
Superintendents
Administrators of
Instructional
Directors/Principal Leaders
Administrators
Assistant Principals
Coaches
Teachers
UTLA Chapter Chairs

PURPOSE: The purpose of this Memorandum is to provide the District’s *Comprehensive Assessment Program* assessment calendars for elementary schools for the 2011-2012 school year. These dates will support schools in planning coordinated professional development and instructional programs. Dates are provided for recommended administration of the District’s periodic and diagnostic assessments for elementary schools, Grades K-5/6.

District assessments for elementary schools include:

- 1) Three periodic assessments in Literacy, Grades 2-5/6, with two Literacy Constructed Response assessments in Grades K and 1; three periodic assessments in Mathematics, Grades K-5/6; and three periodic assessments in Science, Grades 4-5/6.
- 2) DIBELS in Grades K-3;
- 3) Progress-Monitoring assessments, of no more than 12 items and targeted to key standards, which are available online to provide teachers flexibility in checking student mastery of instructional goals.
- 4) Diagnostic assessments in literacy and mathematics to identify students in need of intervention and to provide for proper program placement in grade 5/6.

MAJOR CHANGES: This Memorandum replaces MEM-5518.1, dated June 24, 2011. Changes to some assessment windows on the calendars were made.

Major program changes for elementary periodic assessments include:

1. Provision of the *Comprehensive Assessment Program* schedule calendars for elementary schools for this year in two formats: one calendar covers the schedule for Grades Kindergarten through Grade 3, and the other calendar covers Grades 4-5/6 (K-6 schools will only need to reference this calendar for their 6th Grade assessment windows – see #4).



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

2. New Literacy Periodic Assessments that replace the SOAR assessments. These Periodic Assessments are given three times per year in Grades 2-5.
3. Addition in Grades Kindergarten and One of two Literacy Constructed Responses aligned with the administration of the Grades 2-5/6 Literacy Periodic Assessments Two and Three.
4. Schools in the K-6 formulation should administer the 6th grade assessments by the windows identified in the Elementary Calendar for Grades 4-5/6 (*Attachment C* or *Attachment D*). There is no need to reference the Secondary Middle School calendars.

Maximum flexibility is built into the assessment calendar to allow schools to schedule the administration of assessments and make-up sessions in a timely manner. Assessments have been scheduled to allow schools time to, obtain and analyze data with colleagues and adjust instruction to accommodate for the identified learning needs of students.

At the closing date of the assessment window, answer sheets should be submitted via school mail. Soon after the close of each assessment window, a participation report is centrally produced and disseminated to key District personnel.

COMPREHENSIVE ASSESSMENT PROGRAM SCHOOL CONTACT

Initiated last year, this voluntary school resource will receive timely updates by e-mail. If the School Contact form was submitted in 2010-2011 and the same person will serve that function in 2011-2012, it is not necessary to resubmit the form. For any new contacts, please fill out and fax in *Attachment E*.

INSTRUCTIONS: Schools must administer the assessments within the specified window.

1. PLANNING PROFESSIONAL DEVELOPMENT TO SUPPORT THE USE OF DISTRICT 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 *District 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



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

Student assessment booklets are set to be delivered in two shipments:

- August and December for year-round and balanced Traditional Calendar Schools

- September and December for single-track schools, traditional and Early Start calendar.

Individualized student answer sheets will be delivered approximately one week prior to the week of 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 should 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 "2011-2012 Comprehensive Assessment Program Schedule for Single Track Elementary Schools, Grades K-3" is provided on **Attachment A**; the "2011-2012 Comprehensive Assessment Program Schedule for Four Track Elementary Schools, Grades K-3" is provided on **Attachment B**; the "2011-2012 Comprehensive Assessment Program Schedule for Single Track Elementary Schools, Grades 4-5/6" is provided on **Attachment C**; the "2011-2012 Comprehensive Assessment Program Schedule for Four Track Elementary Schools, Grades 4-5/6" is provided on **Attachment D**, for the following subjects:

- Mathematics (Grades K*, 1*, 2, 3, 4 and 5/6)
- Science (Grades 4 and 5/6)
- Literacy (Grades K-5)
- Grade 5 Mathematics Diagnostic
- Grade 5/6 Maze Diagnostic
- Grades K and 1 Literacy Constructed Response

b. SPAN schools must refer to the appropriate calendars for grades beyond K-5/6.

c. Teachers are to administer the assessments by the last date of the assessment window, then place answer sheets in the white plastic bag addressed: TO LAUSD MAIL UNIT – ATTN: LAUSD COMPREHENSIVE ASSESSMENT ANSWER SHEETS, and place the bag in the school's mail bag.

Teachers should use the student performance data (available on the Internet within 24-48 hours of arrival at the scanning facility) at



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

<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;
- 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:

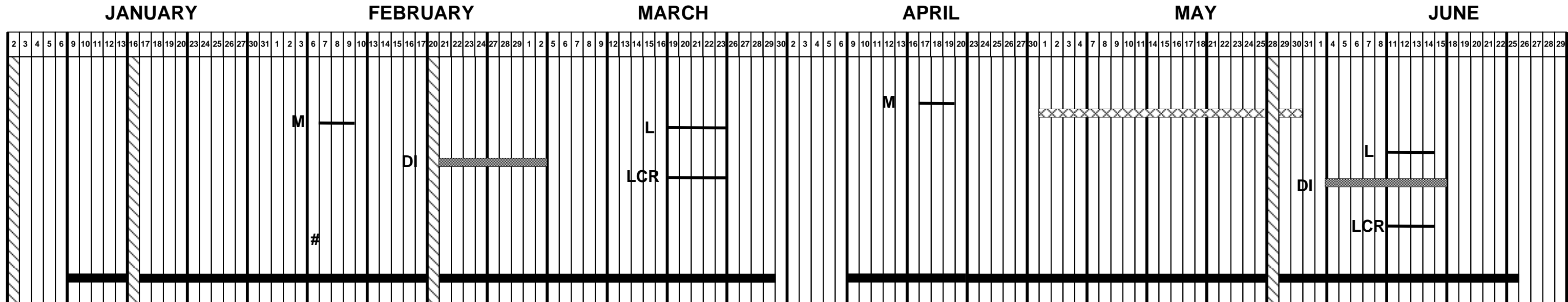
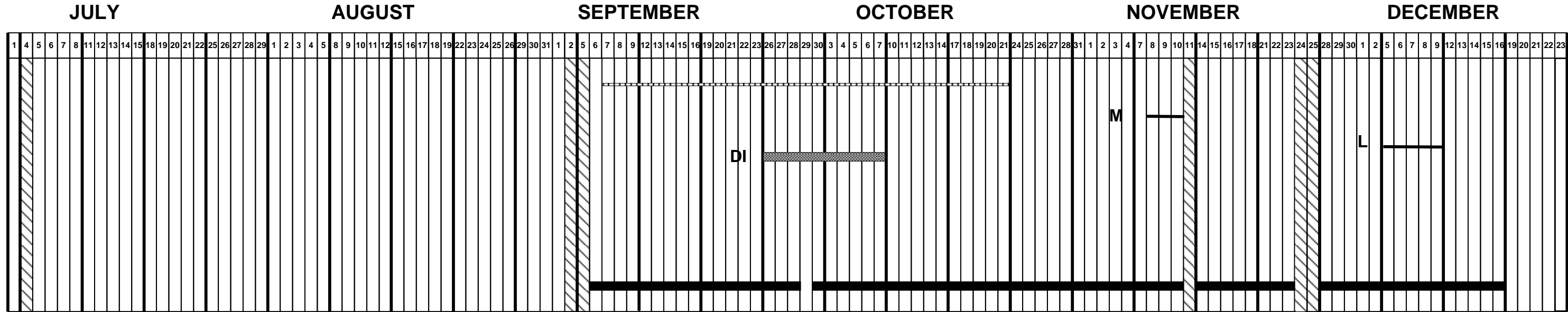
- District *Instructional Guides*
- “Comparability Charts” are available for each teacher to post and share with students the alignment between standards measured on the *California Standards Tests (CST)* and the District’s periodic assessments; copies of charts per subject and grade level are available online at lausd.net; look under “Offices” for the *Comprehensive Assessment Program* webpage
- *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 REF-5518.1 “*Procedural Guidelines for Administering Periodic Assessments for Elementary Schools (K-5/6) in Literacy, Mathematics, and Science*” (June 22, 2011)

ASSISTANCE:

For further assistance or information contact your Local District Administrator of Instruction or content area Specialist/Expert/Coordinator. At the Central District level, contact the office of Curriculum, Instruction, and School Support at (213) 241-6333 or the District’s Comprehensive Assessment Unit at (213) 241-6873.



2011-2012 Comprehensive Assessment Program Schedule Single Track Elementary Schools, Grades K-3

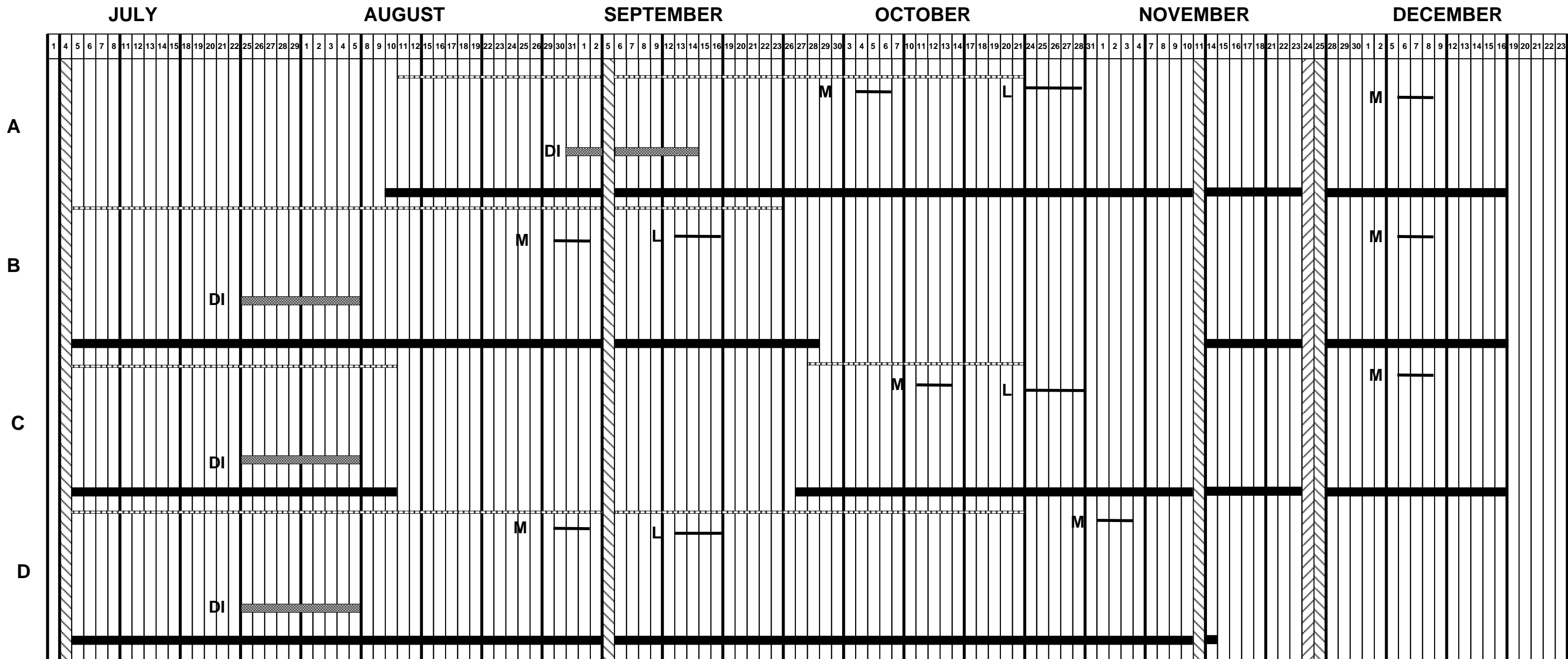


	Instructional Days	#	Second Semester Begins
	CST/CAPA		Annual CELDT

M = Mathematics	LCR = Literacy Constructed Response (Grades K-1)	
L = Literacy (Grades 2-3)		
DI		DIBELS



2011-2012 Comprehensive Assessment Program Schedule Four Track Elementary Schools, Grades K-3



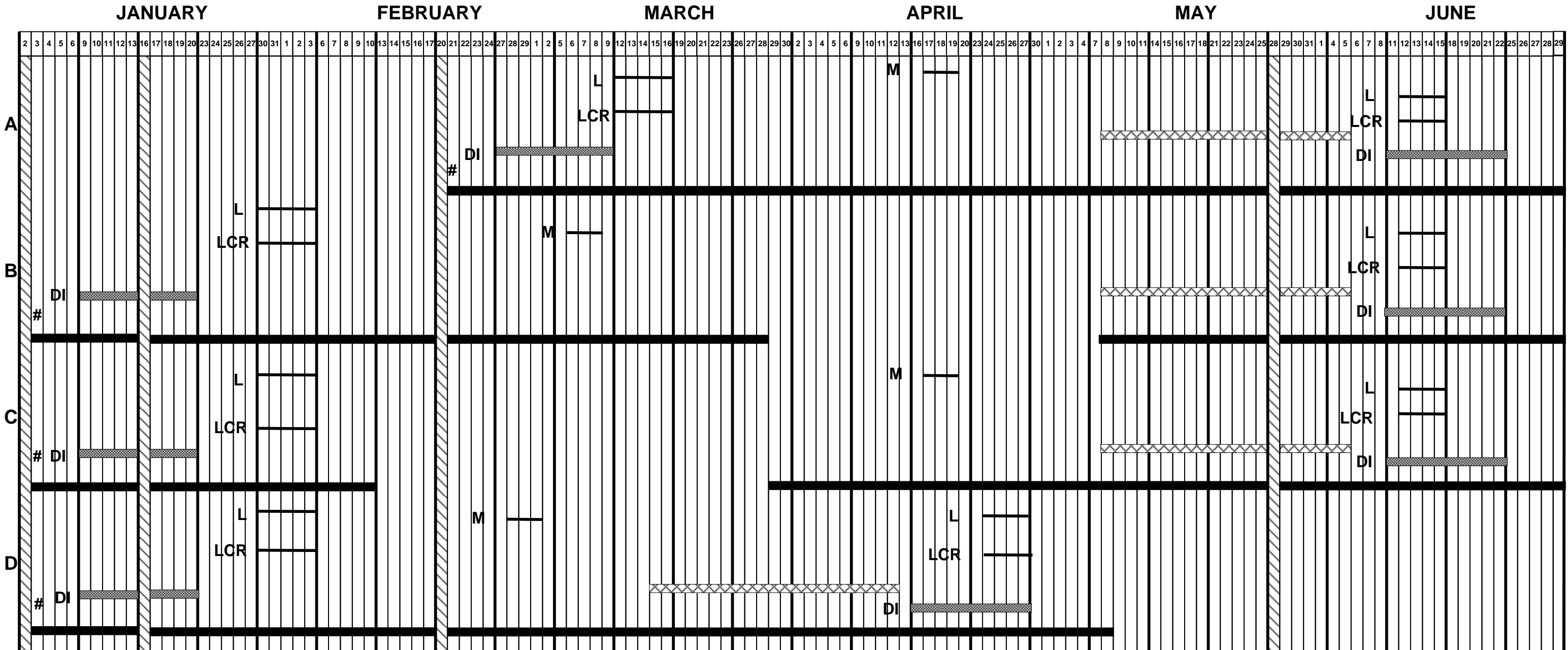
Instructional Days
 Annual CELDT

M = Mathematics **LCR** = Literacy Constructed Response (Grades K-1)
L = Literacy (Grades 2-3)
DI **DIBELS**



HOLIDAY

2011-2012 Comprehensive Assessment Program Schedule Four Track Elementary Schools, Grades K-3



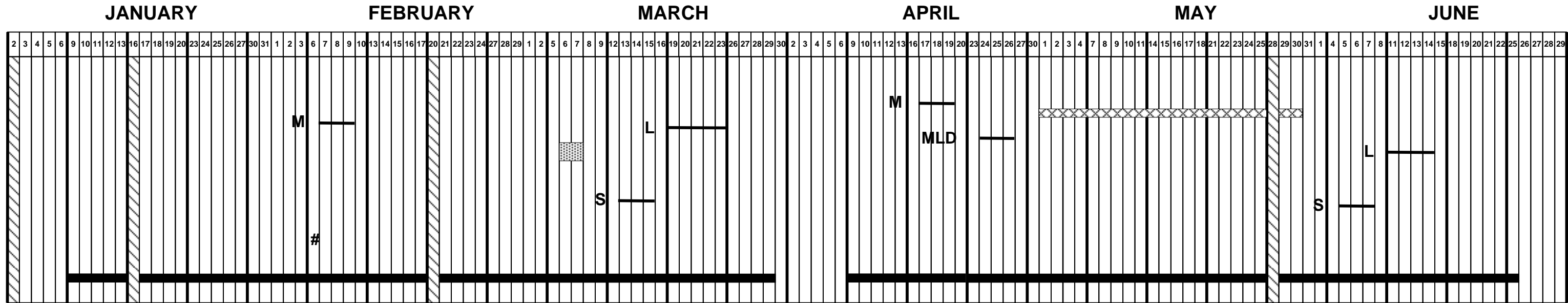
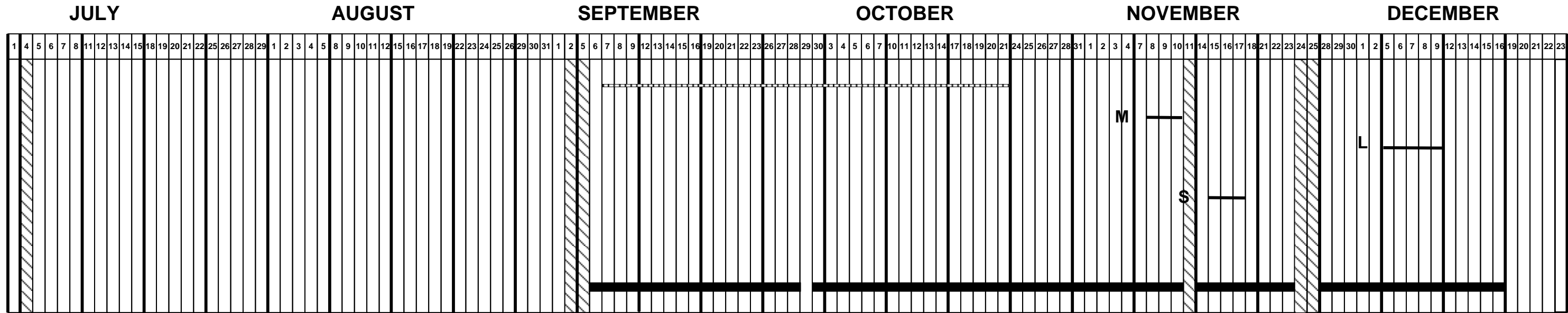
Instructional Days CST/CAPA
 # Second Semester Begins

M = Mathematics LCR = Literacy Constructed Response (Grades K-1)
 L = Literacy (Grades 2-3 for)
 DI DIBELS



HOLIDAY

2011-2012 Comprehensive Assessment Program Schedule Single Track Elementary Schools, Grades 4-5/6



Instructional Days # Second Semester Begins
 CST/CAPA Annual CELDT
 Grade 4 Writing Component

M = Mathematics S = Science L = Literacy
 MLD = 5th/6th MATH/LITERACY
 DIAGNOSTIC



HOLIDAY

2011-2012 Comprehensive Assessment Program Schedule Four Track Elementary Schools, Grades 4-5/6

	JANUARY																FEBRUARY																MARCH																APRIL																MAY																JUNE																																																	
	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	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	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
A	#																#																#																#																#																#																																																	
B	#																#																#																#																#																#																																																	
C	#																#																#																#																#																#																																																	
D	#																#																#																#																#																#																																																	

Instructional Days
 CST/CAPA
 # Second Semester Begins
 Grade 4 Writing Component

M = Mathematics L = Literacy S = Science
 MLD = 5th/6th MATH/LITERACY
 DIAGNOSTIC



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ATTACHMENT E

**Comprehensive Assessment Program
DESIGNATION OF COMPREHENSIVE ASSESSMENT PROGRAM SCHOOL CONTACT
FOR THE 2011-2012 SCHOOL YEAR**

PLEASE COMPLETE ALL INFORMATION

COMPREHENSIVE 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 Comprehensive Assessment Program at (213) 241-8969.

For earliest access to information, please FAX BY OCTOBER 1, 2011