



2009-2010 English Learner Compliance Monitoring Calendar

First Quarter 2009-2010			
Date	Day	Action	By
Aug. 1-31		Ensure adequate support for Language Assessment Center	Cathi
Aug. 7	Fri	CELDT Pre-id: Upload pre-id file to EDS	Wendy
Aug. 10-14		STAR: Mail STAR information to parents	Assessment Dept.
Aug. 14	Fri	STAR: Data now available on internet	
Aug. 17	Mon	Finalize R-30 Templates: E-mail to Principals and SCFs	Karen; Amparo
Aug. 21	Fri	Distribute to Sites: High Point/Avenues Pacing Plans	Karen
Aug. 24	Mon	Announce School Community Facilitator Assignments	Karen; Amparo
Aug. 24	Mon	CELDT Pre-id: Affix to Tests	Cathi
Aug. 24	Mon	WIN for Potential Reclassification of Students	Wendy; TOSAs
Aug 31	Mon	Build and Sound the ALERT	Wendy; TOSAs
Sept. 2	Wed	AYP and API: Data now available on internet	
Sept. 2	Wed	AMAO 3: Posted on CDE website	
Sept. 8	Tues	First Day of School (K-12)	
Sept. 8-Oct. 30		CELDT Annual Assessments: Administered by CELDT teams	CELDT Teams
Sept. 8-Oct. 15		CELDT Master Lists (ongoing per CELDT schedule)	Wendy
Sept. 8-Oct. 15		ELD Student Profiles: Print student and CELDT data directly to Duplications	Wendy
Sept. 11	Fri	Run RMDs (Grades 3-12)	Wendy
Sept. 14	Mon	NCLB Annual Placement Notification (K-6): Print directly to Duplications	Wendy
Sept. 14	Mon	WIN: Create for all schools	Wendy
Sept. 14	Mon	EL Coordinators' Training #1: Hand out WINs	TOSAs
Sept. 15	Tues	NCLB Annual Placement Notification (Elementary): Deliver to schools for back-to-school night	TOSAs
Sept. 16	Wed	School Community Facilitators' Training #1	Karen; Amparo
Sept. 18	Fri	CELDT Initial Assessments: Ship to CTB/McGraw-Hill	Cathi
Sept. 21	Mon	NCLB Annual Placement Notification (7-12): Print directly to Duplications (Sort by school and zip code)	Wendy
Sept. 21	Mon	SASI Clean-up Queries for SNOR, CBEDs, and incomplete information: Send to sites	Wendy
Sept. 28	Mon	SOS Data for all schools: Wendy runs for Karen	Wendy
Sept. 28	Mon	NCLB Annual Placement Notification (Secondary): Mail to families through warehouse	TOSAs
Oct. 5	Mon	Examine Program Improvement Data	Karen
Oct. 8	Thurs	NCLB Annual Placement Notification: Must be received by parents	Karen
Oct. 9	Fri	7-12 ELD Benchmark Assessments (Basics: Lakeside Unit)	TOSAs
Oct. 14	Wed	School Community Facilitators' Training #2	Karen; Amparo
Oct. 15	Thurs	EL Coordinating Council Training #1	Karen
Oct. 15	Thurs	DELAC Training #1	Karen
Oct. 1	Thurs	P.I. Data: Wendy runs for Luke; due mid-October	Wendy
Oct. 15	Thurs	ACES Data: Wendy runs for Yvonne; due Oct. 31	Wendy
Oct. 23	Fri	7-12 ELD Benchmark Assessments (A, B, C)	TOSAs
Oct. 27	Tues	EL Counselors' Training #1	Karen
Oct. 30	Fri	Principals' Assurances Checklist due to EL Department	Karen
Nov. 2-13		R-FEP Monitoring Data (RMD): Complete this month	Wendy; TOSAs
Nov. 3-4		CAHSEE: Grades 11-12	Sites
Nov. 4	Wed	ELD Curriculum Development Training #1 (7-12)	TOSAs
Nov. 5	Thurs	Evaluation and Accountability PLC Work Group #1	Karen
Nov. 6	Fri	CELDT Annual Assessments: Ship to CTB/McGraw-Hill	Cathi
Nov. 6	Fri	End of First Quarter: Sites send ELAC materials to Amparo Ames	Site SCFs



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Second Quarter 2009-2010			
Date	Day	Action	By
Nov. 11	Wed	SPI: Begin creating with 1 st quarter data for 3 rd quarter scheduling	Wendy
Nov. 12	Thurs	7-12 Course Grades: Create and send reports to principals	Wendy
Nov. 13	Fri	7-12 Teacher D&F Reports: (Possibly run ELs and non-ELs instead of all students)	Wendy
Nov. 13	Fri	7-12 ELD Benchmark Assessments (Basics: Units 1, 2 and 3)	TOSAs
Nov. 16	Mon	Secondary Grades Extracted: 1 st Quarter	
Nov. 16	Mon	SPI: Email to counselors and principals	Wendy
Nov. 18	Wed	Parent/Teacher Conference Day (K-6)	Sites
Nov. 19	Thurs	ELAC Officers' Training	Karen
Nov. 19	Thurs	DELAC Training #2	Karen
Nov. 24	Tues	ELD Benchmark Assessments (Grades 1-6)	TOSAs
Nov. 30	Mon	EL Coordinators' Training #2	TOSAs
Nov. 30	Mon	SASI Clean-up Query: Send to sites for STAR Writing Pre-id	Wendy
Dec. 2	Wed	Moonlight Series #1: Acquiring English: Theory/Assessments/Cultural Influences	TOSAs
Dec. 9	Wed	School Community Facilitators' Training #3	Karen; Amparo
Dec. 10	Thurs	Evaluation and Accountability PLC Work Group #2	Karen
Dec. 14	Mon	EL Counselors' Training #2	Karen
Dec. 18	Fri	CELDT Initial Assessments: Send in	Cathi
Dec. 18	Fri	7-12 ELD Benchmark Assessments (Basics: Units 4, 5 and 6)	TOSAs
Dec. 18	Fri	7-12 ELD Benchmark Assessments (A, B, C)	TOSAs
Dec. 18	Fri	STAR Writing and EAP Pre-ids	Wendy
Jan. 6	Wed	Moonlight Series #2: SDAIE: Overview of Strategies and Materials	TOSAs
Jan. 11	Mon	Receive Annual CELDT Results and begin updating EL instructional services and settings in SASI for R-30	Cathi; TOSAs; Wendy
Jan. 11	Mon	SASI Clean-up Query: Send to sites for CAHSEE, STAR MC and Physical Fitness Pre-ids	Wendy
Jan. 13	Wed	School Community Facilitators' Training #4	Karen; Amparo
Jan. 14	Thurs	DELAC Training #3	Karen
Jan. 19 - Feb. 19		CELDT Data Review Module (DRM)	Cathi; Wendy
Jan. 19	Tues	WIN for Potential Reclassification of Students	Wendy; TOSAs
Jan. 21	Thurs	EL Coordinating Council Training #2	Karen
Jan. 22	Fri	CELDT Initials: Send in	Cathi
Jan. 25	Mon	CDE CELDT Annual Notification: Print directly to duplications	Wendy; TOSAs
Feb. 1	Mon	SASI Clean-up Query: Send to sites for R-30 and SNOR submissions	Wendy
Feb. 1	Mon	EL Counselors' Training #3	Karen
Feb. 3	Wed	Moonlight Series #3: SDAIE: Using Differentiated Strategies for Accessing the Core	TOSAs
Feb. 4	Thurs	CAHSEE Pre-id	Wendy
Feb. 4	Thurs	ELD Curriculum Development Training #2 (7-12)	TOSAs
Feb. 4	Thurs	End of First Semester: Sites send ELAC materials to Amparo Ames	Site SCFs



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Third Quarter 2009-2010			
Date	Day	Action	By
Feb. 5	Fri	Physical Fitness Pre-id	Wendy
Feb. 8	Mon	Create and Distribute new CELDT score labels for Profiles and Portfolios	Wendy
Feb. 8	Mon	EL Coordinators' Training #3: Distribute Annual CELDT Notifications	TOSAs
Feb. 9	Tues	STAR Multiple Choice Pre-id	Wendy
Feb. 10	Wed	School Community Facilitators' Training #5	Karen; Amparo
Feb. 11	Thurs	Evaluation and Accountability Work Group #3	Karen
Feb. 12	Fri	Secondary Grades Extracted: 1 st Semester	
Feb. 12	Fri	Principals' Assurances Checklist due to EL Department	Karen
Feb. 12	Fri	7-12 ELD Benchmark Assessments (Basics: Units 7, 8 and 9)	TOSAs
Feb. 15-19		Presidents' Week	
Feb. 19	Fri	CELDT Initials: Send in	Cathi
Feb. 22	Mon	2 nd Quarter Course Grades and Teacher D&F Reports: Create and send to principals	Wendy
Feb. 25	Thurs	DELAC Training #4	Karen
Feb. 26	Fri	Reclassification: Deadline for R-30	EL Coordinators
March 1	Mon	R-FEP Monitoring Data (RMD): complete this month	Wendy; TOSAs
March 1	Mon	Avenues Inventory: Distribute to sites with Guy	TOSAs
March 1	Mon	SPI: 2 nd quarter data for next year's 1 st quarter scheduling including feeder schools. (After R-FEPs have been input into SASI)	Wendy
March 1	Mon	WINS: Create and send WINS to all schools (after R-FEPs have been input into SASI)	Wendy
March 3	Wed	Moonlight Series #4: Assessments: Using Data to Drive Instruction for ELs	TOSAs
March 5	Fri	K-6 ELD Benchmark Assessments (Grades K-6)	TOSAs
March 5	Fri	7-12 ELD Benchmark Assessments (A, B, C)	TOSAs
March 10	Wed	Parent/Teacher Conference Day (K-6)	Sites
March 16-17		CAHSEE: Grades 10-12	Sites
March 17	Wed	School Community Facilitators' Training #6	Karen; Amparo
March 18	Thurs	DELAC Training #5	Karen
March 19	Fri	CELDT Initials: Send in	Cathi
March 26	Fri	7-12 ELD Benchmark Assessments (Basics: Units 10,11 and 12)	TOSAs
March 29	Mon	ELD Curriculum Development Training #3 (7-12)	TOSAs
March 29	Mon	R-30: Check with IT on R-30 progress	Jill
April 1	Thurs	EL Counselors' Training #4	Karen
April 2	Fri	ELD Documentation Reviews: Schedule sites for May-June 2010	TOSAs
April 5-9		Spring Break	
April 12	Mon	Request Annual Report to the Board of Ed. Presentation for June 22, 2010	Karen
April 14	Wed	School Community Facilitators' Training #7	Karen; Amparo
April 15	Thurs	EL Coordinating Council Training #3	Karen
April 15	Thurs	Evaluation and Accountability PLC Work Group #4	Karen
April 15	Thurs	DELAC Training #6	Karen
April 23	Fri	Avenues Inventory Due to EL Department	Sites
April 23	Fri	End of Third Quarter: Sites send ELAC materials to Amparo Ames.	Site SCFs



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Fourth Quarter 2009-2010			
Date	Day	Action	By
April 23	Fri	CELDT Initials: Send in	Cathi
April 28 - May 26		STAR/CMA/STS Testing (Grades 2-11)	Sites
April 30	Fri	7-12 ELD Benchmark Assessments (A, B, C)	TOSAs
April 30	Fri	Secondary Grades Extracted: 3 rd Quarter	
May 3	Mon	R-FEP Monitoring Data (RMD): Discuss timeline	Karen; TOSAs
May 3	Mon	SASI Clean-up Query: Send to sites	Wendy
May 3	Mon	3rd Quarter Course Grades (and Teacher D&F Reports?): Create and send to principals	Wendy
May 7	Fri	7-12 ELD Benchmark Assessments (Basics: Units 13, 14 and 15)	TOSAs
May 10- June 12		ELD Student Profile Documentation Reviews	Sites
May 11- 12		CAHSEE: Grades 10-12	Sites
May 12	Wed	School Community Facilitators' Training #8	Karen; Amparo
May 18	Tues	ELD Curriculum Development Training #4 (7-12)	TOSAs
May 20	Thurs	DELAC Training #7	Karen
May 20	Thurs	EL Coordinating Council Training #4	Karen
May 21	Fri	CELDT Initials: Send in	Cathi
May 25	Tues	CELDT Pre-id Clean-up: SASI lists to site for clean-up; remind to enter student retentions	Wendy
June 1	Mon	Work with DELAC parents to prepare Annual Report to Board of Ed. (June 22)	Karen; Amparo
June 3	Thurs	Evaluation and Accountability PLC Work Group #5	Karen
June 3	Thurs	EL Counselors' Training #5	Karen
June 4	Fri	K-6 ELD Benchmark Assessments (Grades K-6): MUST BE FINISHED!	TOSAs
June 7	Mon	EL Coordinators' Training #4	TOSAs
June 14	Mon	Develop Benchmark Assessments Dates for 2010-2011; Give to Assessment Office	Karen; TOSAs
June 15	Tues	7-12 ELD Benchmark Assessments (A, B, C)	TOSAs
June 18	Friday	7-12 ELD Benchmark Assessments (Basics: Units 16, 17 and 18)	TOSAs
June 22	Tues	Present DELAC Annual Report to Board of Education	Karen
June 24	Thurs	End of Second Semester: Site send ELAC materials to Amparo	Site SCFs
June 24	Thurs	Last Day of School (Secondary)	Sites
June 25	Fri	Last Day of School (Elementary)	Sites
June 25	Friday	Principals' Assurances Checklist due to EL Department	Karen
June 25	Fri	AMAO 1 and AMAO 2: Estimated receipt date from CDE	Karen
June 29	Tues	Secondary Grades Extracted: 2 nd Semester	
June 30	Wed	School Community Facilitators' End of Year Event	Karen; Amparo