



TITLE: preLAS®2000 English, preLAS®2000 Español/LAS Links™ Español, Elementary Schools

NUMBER: REF-4310.4

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 Deputy Superintendent of Instruction

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 Office of Curriculum, Instruction and School Support

DATE: February 7, 2013

PURPOSE: The purpose of this Reference Guide is to provide schools with the new policy changes related to primary language assessment.

This Reference Guide provides schools with the procedures used to administer *preLAS®2000 English*, the *preLAS®2000 Español*, the *preLAS®2000 Español* and the *LAS Links™ Español*.

MAJOR CHANGES: This Reference Guide replaces REF-4310.3, dated July 25, 2011. Attachments C and D were updated. The 2012-2013 order forms for *preLAS®2000/ LAS Links™ Español* (Attachment C and D) are included. All testing materials must be ordered directly through CTB-McGraw-Hill.

Primary language assessments are no longer required or monitored by the state since the authority for them has sunset. (20 USC 6312[g]. Although (20 USC 6312[g] has sunset the newly adopted 2012 English Learner Master Plan does require English Learners (ELs) enrolled in one of the Alternative Instructional Program models (Transitional Bilingual and Dual Language), to be assessed in their primary language.

INSTRUCTIONS: I. BACKGROUND

In accordance with state and federal guidelines, districts must properly identify, assess, and report all students who have a primary language other than English (20 USC 6312[g]; EC 52164, 62002; 5 CCR 11307, 11511, 11511.5). At the time of initial enrollment, parents of all new enrollees are required to complete a Home Language Survey (HLS) to determine the student’s primary language. A home language determination is required only once. Students whose primary language is other than English must be assessed for English proficiency to determine an official language classification.

Students identified ELs that are in an alternative instructional program must also be assessed in their primary language to determine their primary language proficiency. Students in an alternative instructional program or identified Low-Verbal and/or Non-Verbal, are to be tested in their primary language within 30 calendar days after the beginning of the school year, or during the school year, within two weeks of the student being placed in an instructional program.

ROUTING
ESC Administration
ESC EL Program Staff
Principals
EL Coordinators



Effective July 1, 2008, *preLAS*[®] 2000 *English* replaced the P/LAS English for PK students, the *preLAS*[®] 2000 *Español* replaced the P/LAS Español in grades PK-K and the *LAS Links*[™] *Español* replaced *LAS Español* as the primary language assessment in Spanish for grades 1-12.

II. STUDENTS TO BE ASSESSED WITH PRELAS[®] 2000 ENGLISH

SRLDP students are to be assessed with the *preLAS*[®] 2000 *English* if:

1. If the answers of the first three questions of the HLS indicate a language other than English, or a combination of English and another language, the child is assessed to measure his or her level of English proficiency.
2. If the parent's response to the first three questions on the HLS is English, and the response to the fourth question is other than English, then reasonable doubt may exist as to the student's home language. The school's administrator/designee must research the student's home language background using the following indicators, as well as consultation with the student's parent:
 - Parents/guardians requires an interpreter to communicate in English
 - Parents/guardians speak to their child in a language other than English
 - The HLS is completed in a language other than English (including spelling the word "English" in another language; e.g. inglés)
 - Student initiates interaction with their parents in a language other than English
 - If it is revealed that the child while their parents/guardians is at work, is under the care of person(s) who speak a language other than English
 - Student, after having been enrolled in the Mainstream English Program designed for students with fluent-English proficiency for a reasonable length of time demonstrates a lack of comprehension regarding instruction and classroom /school routines conducted in English

The *preLAS*[®] 2000 *English* is administered to SRLDP students to determine their interim English language classification and appropriate program placement within 40 school days of initial enrollment. Once students transition to Transitional Kindergarten or Kindergarten, they will be required to take the California English Language Development Test (CELDT) to assess English language proficiency for official language classification.

III. STUDENTS TO BE ASSESSED WITH THE PRELAS[®] 2000 ESPAÑOL

The *preLAS*[®] 2000 *Español* will be administered to SRLDP students who have been identified as ELs based on the results of the *preLAS*[®] 2000 *English*.

Students that are enrolled in an alternative instructional model must be tested within **45 school** days of enrollment or as soon as they turn four years of age to determine their primary language proficiency level.

The *preLAS*[®] 2000 *Español* will also be administered to Kindergarten students who are enrolled in an alternative instructional model that have been identified as ELs, based



on the CELDT, within 30 days of enrollment to determine their primary language proficiency level.

On a case by case basis, all other EL students may be given a primary language assessment at any time (i.e., at enrollment, or thereafter). The decision to administer the primary language assessment is made at the recommendation of the EL coordinator, counselor, administrator, teacher, IEP team or parent.

IV. STUDENTS TO BE ASSESSED WITH THE LAS LINKS™ ESPAÑOL

The *LAS Links™ Español* will be administered to students in Grades 1-5/6 who have been identified as ELs and that are enrolled in an alternative instructional model, based on the CELDT, within 30 days of enrollment to determine their primary language proficiency level. Students in Grade 1 must be assessed in listening and speaking and in reading and writing if a student has had previous schooling in another country.

On a case by case basis, all other EL students may be given a primary language assessment at any time (i.e., at enrollment, or thereafter). The decision to administer the primary language assessment is made at the recommendation of the EL coordinator, counselor, administrator, teacher, IEP team or parent.

V. STUDENTS NOT TO BE ASSESSED

Students who have been assessed with the *preLAS® 2000 Español* in Pre-K do not need to be reassessed. The primary language assessment is administered only once.

New students to the District who have been previously assessed with one of the following should not be retested:

- BSM Bilingual Syntax Measure (K-12)
- LAS Language Assessment Scales (K-12)
- IPT IDEA Oral Proficiency Test (K-12)

Assessment results must be requested from the previous district. Fax the assessment results, including the student's 10-digit District ID number, to the School Information Branch (SIB), attention Eva Garcia, at (213) 241-8969.

Although assessment results from other districts will be downloaded to the SIS system, a primary language assessment result label will not be generated. Record the following information on the student's cumulative record in Section 4, LAU Information, "Primary Oral Language Proficiency Test Label" box:

1. Name of school district where assessment was administered
2. Name of primary language assessment
3. Test date
4. Subtests and overall assessment results

VI. TEST SECURITY AGREEMENT AND AFFIDAVIT

All persons having access to the test materials, including test trainers, examiners, and proctors, must complete and sign the Test Security Agreement and Affidavit



(Attachment A). By signing the *LAS Links™ Español* and/or *preLAS® 2000* Test Security Agreement and Affidavit, all persons acknowledge the limited purpose of their access to the tests.

The test coordinator is responsible for ensuring that the Test Security Agreement and Affidavit is completed during training by all persons having access to the test materials. These documents must be kept on file for auditing purposes.

VII. TEST ADMINISTRATORS

- A. *preLAS® 2000 English* must be administered by trained staff who are proficient in English.
- B. *preLAS® 2000 Español* and *LAS Links™ Español* must be administered by trained staff who are proficient in Spanish.
- C. Training is available via Web Conference. Refer to MEM-5529 *preLAS® 2000 and LAS Links™* Web Conference Training for 2011-2012, dated July 5, 2011.

VIII. COMPLETING STUDENT ANSWER DOCUMENTS

Complete the appropriate answer documents for each grade (see table below).

Grade	Answer Document	Color
SRLDP	<i>preLAS® 2000 English Answer Sheet</i>	Blue
	<i>preLAS® 2000 Español Hoja de respuestas</i>	Green
Kinder	<i>preLAS® 2000 Español Hoja de respuestas</i>	Green
1 st *	<i>LAS Links™ Español - Libro del estudiante</i>	Green
2 nd – 3 rd	<i>LAS Links™ Español - Libro del estudiante</i>	Gold
4 th – 5 th	<i>LAS Links™ Español - Libro de respuestas</i>	Purple
6 th – 8 th	<i>LAS Links™ Español - Libro de respuestas</i>	Orange

NOTE: *Only Grade 1 will use the *LAS Links™ Español K-1 Libro del estudiante*.

- A. Completing the Student Identification Grid *preLAS® 2000 English*



Student Name: Print the student's last, first, and middle names. Darken the corresponding bubbles in the name grid. Do not darken blank spaces.

Student Number: Print the District Student I.D. number (student's birthdate, gender, and pre-assigned three-digit serial number) and darken the corresponding bubbles. To identify the gender, enter '0' for female and '1' for male. Darken the corresponding bubbles.

Birthdate: Enter the birthdate (mm/dd/yy) and darken the corresponding bubbles.

School Code: Enter the 4-digit school location code and darken the corresponding bubbles.

Teacher Code: Enter the teacher number. A unique number may be assigned by creating a numerical list of teachers' names beginning with '0001'. Darken the corresponding bubbles.

Test Date: Enter the test administration date (mm/dd/yy) and darken the corresponding bubbles.

Grade: Darken the corresponding grade level bubble.

Age: Darken the corresponding age bubble.

Gender: Darken the corresponding gender.

Program: Darken all corresponding program(s) that apply, based on the student's program participation. If the program is not listed darken the "Other" and specify the program on the line provided.

Home Language: Locate the appropriate language code (Attachment B) and darken the corresponding bubbles.

School Name: Stamp or print the school name in the space provided.

Part 5 Let's Tell Stories: Darken the appropriate bubbles next to each story administered. Story #1 and Story #2 must be hand-scored prior to submitting to School Information Branch (SIB) for scoring. Refer to the Examiner's Manual, pages 25-38.

Leave Page 4, Pre-Literacy Component Blank: The Pre-Literacy Component, Form C, does not apply. This section of the test will not be administered to students in SRLDP and Kindergarten.

B. Completing the Student Identification Grid *preLAS*[®] 2000 *Español*



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Apellido, Nombre (Student’s name): Print the students last, first and middle names. Darken the corresponding bubbles in the name grid. Do not darken blank spaces.

Número de Identificación (Student Number): Print the District Student I.D. number (student’s birthdate, gender, and pre-assigned three-digit serial number) and darken the corresponding bubbles. To identify the gender, enter ‘0’ for female and ‘1’ for male. Darken the corresponding bubbles.

Fecha de Nacimiento (Birthdate): Enter the birthdate (mm/dd/yy) and darken the corresponding bubbles.

Código de la escuela (School Code): Enter the 4-digit school location code and darken the corresponding bubbles.

Código del maestro(a) (Teacher Code): Enter the teacher number. A unique number may be assigned by creating a numerical list of teachers’ names beginning with ‘0001’. Darken the corresponding bubbles.

Fecha del Examen (Test Date): Enter the test administration date (mm/dd/yy) and darken the corresponding bubbles.

Grado (Grade): Darken the corresponding grade level bubble.

Edad (Age): Darken the corresponding age bubble.

Sexo (Gender): Darken the corresponding gender.

Programa: Darken all corresponding program(s) that apply, based on the student’s program participation. If the program is not listed darken the “Other” and specify the program on the line provided. Indicate one of the following: ECED, SRLDP, CSPP, EEC, or LAUP.

Idioma del Hogar (Home Language): Darken “60” in the corresponding bubbles.

Escuela (School Name): Stamp or print the school name in the space provided.



Parte 5, Contando Cuentos (Part 5, Let's Tell Stories): Darken the appropriate bubbles next to each story administered. Story #1 and Story #2 must be hand-scored prior to submitting to SIB for scoring. Refer to the Manual para examinadores (Examiner's Manual) page 23-35.

Leave Page 4, Componente para Prelectura-escritura Forma C Blank: The Componente para Prelectura-escritura does not apply. This section of the test will not be administered to students in SRLDP and Kindergarten.

C. Completing the Student Identification Grid *LAS Links™ Español*

The image shows two forms for student identification. The first form, titled 'Libro del estudiante', includes fields for student name (Nombre), teacher name (Maestros/a), school (Escuela), district (Distrito), birthdate (Fecha de nacimiento), sex (Sexo), grade (Grado), student ID number (Número de identificación del estudiante), and ethnic origin (Origen étnico). The second form, titled 'AYUDAS ADICIONALES', includes fields for test date (Fecha de la prueba), cancellation (Anulación de la prueba), exemptions (Exenciones a la prueba), absence (Ausente de la prueba), education in other states (Educación en los estados Unidos), grade at entry (Grado de ingreso), participation in programs (Participación en programas educativos), special education (Educación especial), disability (Discapacidad), additional aids (Ayudas adicionales), special codes (Códigos especiales), and test type (Propósito de la prueba).

Box 1 Nombre del Estudiante (Student's name): Print the student's first, last names. Darken the corresponding bubbles in the name grid. Do not darken blank spaces.

Box 2 Maestro/a (Teacher's Name): Write the teachers name. Write the School Name in the space provided.

Box 3 Fecha de Nacimiento (Birthdate): Enter the birthdate (mm/dd/yy) and darken the corresponding bubbles.

Box 4 Sexo (Gender): Darken the corresponding gender.

Box 5 Grado (Grade): Darken the corresponding grade level bubble.

Box 6 Número de Identificación del Estudiante (Student Identification Number): Print the District Student I.D. number (student's birthdate, gender, and pre-assigned three-digit serial number) and darken the corresponding bubbles. To identify the gender, enter '0' for female and '1' for male. Darken the corresponding bubbles.

Box 7 Origen Étnico (Ethnic Origin): Does not apply. Leave blank.



Box 8 Idioma Nativo (Home Language): Darken “60” in the corresponding bubbles.

Box 9 Fecha de la Prueba (Test Date): Enter the test administration date (mm/dd/yyyy) and darken the corresponding bubbles.

Box 10 Anulación de la Prueba (Test Waived): Does not apply. Leave blank.

Box 11 Exenciones de la Prueba (Test Exemptions): Applies only to Grade 1. Darken the bubbles for Lectura (Reading) and Escritura (Writing) if the student will not take these sections of the test.

Box 12 Ausente de la Prueba (Absent from test): Does not apply. Leave blank.

Box 13 Educación en los Estados Unidos (Education in the United States): Does not apply. Leave blank.

Box 14 Grado de Ingreso (Grade enrolled): Does not apply. Leave blank.

Box 15 Participación en Programas Educativos (Special Education participation): Does not apply. Leave blank.

Box 16 Educación Especial (Special Education): If applicable darken the appropriate bubble.

Box 17 Discapacidad (Disability): Refer to the Instrucciones para administrar el examen (Examiner’s Manual), page 8. Select only one disability.

Box 18 Ayudas Adicionales (Modifications): Does not apply. Leave blank.

Box 19 Códigos Especiales (Location Code): Enter the 4-digit school location code and darken the corresponding bubbles. Leave the remainder of the boxes blank.

Box 20 Propósito de la Prueba (Test Purpose): Darken bubble number 1 in this box “Clasificación inicial (Estudiantes que están tomando la prueba por primera vez para propósitos de clasificación).”

IX. TEST ADMINISTRATION

- A. All test examiners must be prepared to score the Speaking subtest while the student is responding.
- B. The Writing component of the *LAS Links™ Español* must be hand-scored before submitting to SIB for scoring. Refer to the scoring rubrics in the “Instrucciones para administrar el examen” (Examiner’s Manual).
- C. For the *preLAS®2000*, Parts 1-4, darken in correct answers only.



X. PACKAGING ANSWER DOCUMENTS

A. Check each answer document or answer booklet to ensure that:

1. The Student Identification Grid is complete.
2. All answers are be bubbled in.
3. Ensure that all erasures have been clearly made.
4. For *preLAS*[®]2000, if the student was able to complete the entire assessment, be sure to enter a score for Story 1 and 2. Leave the **Pre-Literacy Component blank**, this section *does not* apply.
5. For *LAS Links*[™] *Español*, ensure that the last page of the answer booklet, ‘Escritura Score Sheet’ is completed for Grades 2-12.

B. The following assessments must be ***packaged separately***:

1. *preLAS*[®]2000 *English* answer documents
2. *preLAS*[®]2000 *Español* answer documents, *LAS Links*[™] *Español* test booklets may be packaged together.

NOTE: Do not use paper clips, staples, or rubber bands on the answer documents.

C. Use the Packing Slip (Attachment E) as a “master copy” to be reproduced and used during the 2012– 2013 school year. Use separate packing slips for each envelope submitted.

1. Print school name, location code, and date mailed.
2. Print coordinator’s name and school telephone number.
3. Enter the number of *LAS Links*[™] answer booklets being submitted for scoring.
4. Tape the Packing Slip on the envelope and send through school mail.

XI. SCORING AND REPORTING

- A. The SIB will scan and score the *preLAS*[®]2000 *English*, *preLAS*[®]2000 *Español* and *LAS Links*[™] *Español*.
- B. Calculating the overall score by hand to determine language proficiency level is not necessary.
- C. Upon receipt of assessments to be scored, the results will be uploaded into School Information Systems (SIS) within 3-4 days after scanning and scoring has been completed.



1. SIS will display the *preLAS*[®] 2000 *English* and the *preLAS*[®] 2000 *Español* on Screen 5 as ‘P2000’.
2. SIS will display the *LAS Links*[™] *Español* on Screen 5 as ‘LINKS’.

D. The overall language proficiency levels for *preLAS*[®] 2000 are reported as follows:

Level	As Shown on P2000 <i>Español</i> or <i>English</i> Report	Displayed in Screen 5	Proficiency Level Description
1	NON	NON	Non speaker
2	LTD	LTD	Limited speaker
3	LTD	LTD	Limited speaker
4	FNC	FNC	Fluent speaker
5	PRO	PRO	Proficient speaker

E. The overall primary language proficiency levels for *LAS Links*[™] *Español* are reported as follows:

Level	As Shown on <i>LAS Links</i> [™] <i>Español</i>	Displayed in Screen 5	Proficiency Level Description
1	BEG	B	Beginning
2	EI	E	Early Intermediate
3	INT	I	Intermediate
4	PRO	P	Proficient
5	AP	A	Above Proficient

XII. RETURNED REPORT, TEST BOOKLETS AND LABELS

The answer booklets will be mailed to the schools with individual labels and a report listing the students assessed test results and error messages (if applicable).

A. Scored Booklets and Labels

For each student, the label must be affixed on the student’s cumulative record in the center box of Section 4, “LAU Information.” File the original answer booklet in the student’s Master Plan Folder.

B. Booklets with Missing or Wrong Information

Booklets that cannot be scanned or scored are returned to the school without test results. The report will indicate the type of error in the “Error Description” column. Schools must correct the error(s), resubmit the booklets with a new Packing Slip indicating the number of answer booklets being sent as a “Resubmit.”

XIII. RETESTING STUDENTS

A student may be retested if a parent, teacher, or school administrator expresses



doubt about the accuracy of the student's language proficiency. A retest must be administered and returned to the Language Proficiency Unit within 20 school days after receiving the student's first test result.

Complete a new answer booklet for the retest. Submit the original booklet, label, and the new test with a new Packing Slip indicating the number of answer booklets sent as "Retest."

When the retest label is received, affix the retest label in the student's cumulative record and briefly describe the reasons for retesting in the "Comments Section" of the cumulative school record. File the retest booklet in the Student's Master Plan Folder.

XIV. REQUEST FOR DUPLICATE LABELS

If the original label is lost or missing, a duplicate label may be requested by completing Attachment F and mailing to:

School Information Branch
Beaudry Building, 16th Floor

Duplicate labels are available for students tested after 1989.

XV. PROCEDURES FOR ORDERING MATERIALS

All materials must be purchased directly through CTB/McGraw-Hill. Complete Attachment C/D and send/fax the order form to the address/fax number listed on the order form. For questions regarding orders please contact CTB-McGraw Hill at 1-888-267-8968.

RELATED RESOURCES:

- The 2012 English Learner Master Plan, Language Proficiency Assessment, Pages 11-14.
- MEMO-5529 *preLAS[®] 2000 and LAS Links[™] Web Conference Training for 2011-2012*, dated July 5, 2011.
- California Department of Education. (2003). *Instructions for the Administration of the Home Language Survey*. Revised by the Language Policy and Leadership Office.

ASSISTANCE:

For assistance or further information, please contact Eva Garcia, Specialist, School Information Branch at (213) 241-2450.

For information regarding English Learner services, please contact Frances Esparza in the Multilingual and Multicultural Education Department at (213) 241-5582.



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ATTACHMENT A

TEST SECURITY AGREEMENT AND AFFIDAVIT

IMPORTANT: All persons having access to the *LAS Links™* and/or *preLAS®2000* test materials shall acknowledge the limited purpose of their access to the tests by signing the *LAS Links™* and/or *preLAS®2000* Test Security Agreement and Affidavit.

***LAS Links™* and/or *preLAS®2000* Test Security Agreement and Affidavit**

I acknowledge that I will have access to the *LAS Links™* and/or *preLAS®2000* for the purpose of administering the test(s). I understand that these materials are secure, and it is my professional responsibility to protect their security as follows:

1. I will not disclose the contents of the test to any other person through verbal, written, or any other means of communication.
2. I will not copy any part of the test(s) or test materials.
3. I will keep the test(s) secure until the test(s) are actually distributed to pupils.
4. I will limit access to the test(s) and test materials by test examinees until the actual testing periods when they are taking the test.
5. I will collect and account for all test materials following each administration and will not permit pupils to remove test materials from the room where testing takes place.
6. I will not disclose, or allow to be disclosed, the contents of the test instrument. I will not review any test questions, passages, or other test items with pupils before, during, or following testing.
7. I will not develop scoring keys.
8. I will return all test materials to the designated test site coordinator upon completion of the test.
9. I will administer the test in accordance with the directions for test administration set forth in the publisher's manual for test administration.
10. I will provide students with IEPs and Section 504 Plans with the accommodations and modifications listed in their IEPs and Section 504 Plans.

SIGNATURE: _____ DATE: _____

NAME: _____ TITLE/POSITION: _____

SCHOOL: _____



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ATTACHMENT B

LANGUAGES AND CODES LIST

CODE	LANGUAGE	CODE	LANGUAGE
23	Afghan	46	Indonesian
86	Afrikaans	43	Italian
02	Albanian	45	Japanese
	<u>Native American Languages:</u>	47	Javanese
03	Apache	39	Kanjobal
04	Cherokee	78	Khmu
05	Choctaw	49	Korean
06	Cree	50	Kurdish
09	Crow	13	Lahu
07	Hopi	51	Lao
08	Navajo	52	Latvian
10	Other American Indian	53	Lithuanian
92	Amharic	54	Malay
11	Arabic	20	Marshallese
15	Armenian	12	Melanesian
93	Assyrian	96	Mien (Yao)
14	Bengali	91	Mixteco
36	Bosnian	56	Mongolian
17	Bulgarian	57	Nepali
18	Burmese	58	Norwegian
19	Cambodian (Khmer)	95	Pashto
	<u>Chinese Languages:</u>	65	Polish
22	Cantonese		<u>Philippine Languages:</u>
97	Chiu Chow	89	Ilocano
25	Mandarin (Putonghua)	62	Pilipino (Tagalog)
76	Taiwanese	94	Visayan
21	Toishanese	64	Other Philippine
26	Other Chinese	66	Portuguese
16	Chaldean	59	Punjabi
27	Creole	67	Romanian
24	Croatian	87	Romany
28	Czech	55	Russian
29	Danish	69	Samoan
30	Dutch	90	Serbian
00	English	70	Serbo-Croatian
32	Estonian	71	Sinhalese
61	Farsi (Persian)	72	Slovak
88	Fijan	01	Somali
31	Finnish	60	Spanish
33	Flemish	75	Swahili
35	French	73	Swedish
37	German	77	Thai
38	Greek	74	Tigrinya (Ethiopian)
48	Guamanian (Chamorro)	79	Tongan
63	Gujarati	80	Turkish
40	Hawaiian	81	Ukranian
41	Hebrew	82	Urdu
42	Hindi	83	Vietnamese
68	Hmong	84	Yiddish
44	Hungarian	85	Yoruba
34	Ibo	99	Other, Not Listed



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ATTACHMENT C

PRE-LAS 2000® ORDER FORM	
Attach to P-Card	
CTB/McGraw-Hill Customer Service Center PO Box 881002 Indianapolis, IN 46208-1002	Phone: 1-888-267-8968 Fax: 1-800-282-0266 E-Mail: Customer_Service_Ind@ctb.com

SHIP TO:

Los Angeles Unified School District
School _____

Attention of: _____
Phone: _____

BILL TO:

Los Angeles Unified School District
School _____

Attention of: _____
Phone: _____
Purchase Order/P –Card Number: _____

If your order is less than \$1,000.00, please attach P-Card with this order form.

UNIT	CODE	DESCRIPTION	PRICE	TOTAL
ENGLISH				
_____ Kit	C6545000	PreLAS 2000 English Kit, Form C*	\$278.50	_____
_____ 1 each	C6545300	Cue Picture Booklet, English, Form C	\$71.20	_____
_____ 1 each	C6546500	Story Cassette, Form C	\$32.00	_____
_____ 1 each	C6548200	Story Audio CD, Form C English	\$36.40	_____
_____ 1 each	C6545900	Examiner’s Manual, English	\$59.00	_____
_____ 1 each	C6546100	Quick Reference Guide	\$10.10	_____
_____ Pkg/50.	C6546900	PreLAS 2000 Answer Documents - English, Form C	\$82.30	_____
SPANISH				
_____ Kit	C6545200	PreLAS 2000 Spanish Kit, Form C*	\$278.50	_____
_____ Pkg/25	C6545500	Cue Picture Booklet, Spanish, Form C	\$71.20	_____
_____ Pkg/25	C6546700	Story Cassette, Spanish, Form C	\$32.00	_____
_____ 1 each	C6548500	Story Audio CD, Form C Spanish	\$36.40	_____
_____ 1 each	C6546000	Examiner’s Manual, Spanish	\$59.00	_____
_____ 1 each	C6546200	Quick Reference Guide, Spanish	\$10.10	_____
_____ Pkg/50.	C6547100	PreLAS 2000 Answer Documents – Spanish, Form C	\$82.30	_____

* Kit includes: Examiner’s Manuals, Examiner’s Quick Reference Guides, a Cue Picture Book, Game Board, Story Cassette, and 1 package of scannable score sheets. Tax and shipping will be pre-paid and added to your order.

Prices effective from June 30, 2012 to July 1, 2013

CTB/McGraw-Hill respects your privacy. We use your contact information to fulfill your requests and service your account. Your information is located in a secure database in the U.S. and access is limited to authorized persons. From time to time, we may share your information with other businesses within The McGraw-Hill Companies. You can contact Privacy Officer, 20 Ryan Ranch Road, Monterey, CA 93940, email privacy@ctb.com, or call 1-800-538-9547 to Opt Out, review your data, or ask questions. Voew The McGraw-Hill Companies Customer Privacy Policy at <http://www.mcgraw-hill.com/privacy.html>.



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ATTACHMENT D

LAS Links Español ORDER FORM Elementary Schools 2011-2012	
Attach to P-Card	
	CTB/McGraw-Hill Customer Service Center PO Box 881002 Indianapolis, IN 46208-1002 Phone: 1-888-267-8968 Fax: 1-800-282-0266 E-Mail: Customer_Service_Ind@ctb.com

SHIP TO:
Los Angeles Unified School District
_____ School

BILL TO:
Los Angeles Unified School District
_____ School

Attention of: _____
Phone: _____

Attention of: _____
Phone: _____
Purchase Order: _____

If your order is less than \$1,000.00, please attach P-Card with this order form.

QTY	UNIT	CODE	DESCRIPTION	PRICE p	TOTAL
LAS Links Español Grade 1c					
___	Kit	C6600000	Classroom Kit*	\$127.25	_____
___	Pkg/25	C6600500	Consumable Student Answer Books	\$119.00	_____
___	1 each	C6601000	Cue Picture Book	\$68.80	_____
___	1 each	C6601500	Examiner's Manual	\$27.35	_____
___	1 each	C6602300	Audio Cassette	\$38.60	_____
___	1 each	C6602800	Audio CD	\$38.60	_____
LAS Links Español Grades 2-3c					
___	Kit	C6600100	Classroom Kit*	\$127.25	_____
___	Pkg/25	C6600600	Consumable Student Answer Books	\$119.00	_____
___	1 each	C6601100	Cue Picture Book	\$68.80	_____
___	1 each	C6601600	Examiner's Manual	\$27.35	_____
___	1 each	C6602400	Audio Cassette	\$38.60	_____
___	1 each	C6602900	Audio CD	\$38.60	_____
LAS Links Español Grades 4-5					
___	Kit	C6600200	Classroom Kit*	\$59.80	_____
___	Pkg/25	C6600700	Reusable Student Book (includes Cue Pictures)	\$151.25	_____
___	Pkg/25	C6601200	Consumable Student Answer Book	\$59.75	_____
___	1 each	C6601700	Examiner's Manual	\$27.35	_____
___	1 each	C6602500	Audio Cassette	\$38.60	_____
___	1 each	C6603000	Audio CD	\$38.60	_____
LAS Links Español Grade 6					
___	Kit	C6600300	Classroom Kit*	\$59.80	_____
___	Pkg/25	C6600802	Reusable Student Book (includes Cue Pictures)	\$151.25	_____
___	Pkg/25	C6601300	Consumable Student Answer Book	\$59.75	_____
___	1 each	C6601800	Examiner's Manual	\$27.35	_____
___	1 each	C6602600	Audio Cassette	\$38.60	_____
___	1 each	C6603100	Audio CD	\$38.60	_____
Ancillary Materials (for handscoring)					
___	1 each	C6602103	LAS Links Español Scoring & Interpretation Manual	\$54.55	_____
___	Pkg/25	C6602000	LAS Links Student Profile Sheets	\$59.80	_____

Tax and shipping will be pre-paid and added to your order.

Please attach purchase order

Prices effective from June 30, 2012 to July 1, 2013



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Data and Accountability

REF-4310.4
February 7, 2013

ATTACHMENT E

pre-LAS[®] 2000/LAS LINKS[™] PACKING SLIP

Tape here to face of envelope

**TO: School Information Branch
Language Proficiency Unit
Beaudry Building, 16th Floor**

Date Mailed: _____

FROM: _____
(Print school Name)

Location Code: _____

(Print name of Coordinator)

School Telephone Number

Directions: Tape this Packing Slip securely to the face of a large envelope. Enter the number of answer documents/test booklets submitted on the appropriate line. Please use a **separate envelope** for *preLAS[®] 2000 English* and a **separate envelope** for *preLAS[®] 2000 Español/LAS Links[™] Español*.

preLAS[®] 2000 English	NO. OF ANSWER DOCUMENT/S	Date Received
1. Initial Identification		
2. Resubmit (previously missing information)		
3. Retest (return original label and original answer document)		

preLAS[®] 2000 Español / LAS LINKS[™] Español	NO. OF ANSWER DOCUMENTS/BOOKLETS	Date Received
1. Answer document/booklet/s enclosed		
2. Resubmit (previously missing information)		
3. Retests (return original label with answer document))		
4. Returned test/s due to missing information		Date Sent

Tape here to face of envelope



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Data and Accountability

REF-4310.4
February 7, 2013

ATTACHMENT F

REQUEST FOR DUPLICATE LABELS

The following labels can be requested:

- P/LAS English Initial (July 1, 1989 – May 15, 2001)
- LAS English Initial (July 1, 1989 – May 15, 2001)
- LAS English Reclassification (July 1, 1989 – May 15, 2001.)
- LAS Español (July 1, 1989 – June 30 2008)
- *preLAS*[®]2000 English and *preLAS*[®]2000 Español (July 1, 2008 – present)
- *LAS Links*[™] Español (July 1, 2008 – present)

Complete this form to request duplicate Spanish PRE-LAS/LAS label(s) *preLAS*[®]2000/*LAS Links*[™]. Write the students last name, first name in the first box. In the second box write the students 10 digit District ID number. In the third box enter the month and year the student was tested. In the remaining box(es) indicate with a √ which label(s) are being requested. Mail the form to School Information Branch, Language Proficiency Unit.

=====
School: _____ Location Code: _____

Contact: _____ Telephone: _____

STUDENT NAME Last, First	STUDENT ID NO. (mm/dd/yy F/M ###)	DATE TESTED	P-LAS & LAS English Initial	LAS Eng. for Reclass	Spanish