



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: preLAS®2000 English, preLAS®2000 Español, State Preschool Programs at Elementary Schools and Selected Early Childhood Education Centers

NUMBER: REF-4469.0

ISSUER: Judy Elliott, PhD, Chief Academic Officer
Instructional Services Division

DATE: September 15, 2008

ROUTING
 Local District Administration
 Local District Early Childhood Education Directors
 Early Childhood Education Center Administrators
 Local District EL Program Staff
 Elementary Principals
 School Site EL Program Coordinators

PURPOSE: The purpose of this Reference Guide is to provide schools with the procedures used to administer *preLAS®2000 English* and *preLAS®2000 Español* students in State Preschool Programs at Elementary Schools and Selected Early Childhood Education Centers.

MAJOR CHANGES: Procedures for identifying potential English learners based on the Home Language Survey and interim language classification based on English and primary language assessment results.

INSTRUCTIONS: I. BACKGROUND

In accordance with district policy, State Preschool Programs at Elementary Schools (Attachment A) and selected Early Childhood Education (EEC) Centers must properly identify, assess, and report all students who have a primary language other than English. At the time of enrollment, 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 in order to determine an interim language classification.

In February 2008, the LAUSD Board of Education approved the contract for CTB/McGraw-Hill to provide the Primary Language Assessment for English Learners and English Proficiency Assessment for Pre-Kindergarteners. The adopted primary language assessments are the *preLAS®2000 English* and *preLAS®2000 Español*.

Listed below are the EEC sites that will participate in the primary language assessment implementation beginning in the 2008-09 school year.

LD	Center Name	LD	Center Name
3	Hyde Park	7	Graham
3	Sixth Avenue	7	Locke
4	Bill Cruz	7	Miramonte
4	Logan	7	Normandie
5	Evergreen	7	102 nd Street
5	Hooper	7	112 th Street
5	Los Angelitos	7	75 th Street
5	Wadsworth Avenue	7	Waters
7	52 nd Street	8	95 th Street



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II. GENERAL INFORMATION

- A. The *preLAS*[®]2000 *English* is administered to students in early childhood education programs whose home language is other than English, to determine their interim English language classification and appropriate program placement within 40 school days of initial enrollment. Once students in early childhood education programs are in Kindergarten they will be required to take the California English Language Development Test (CELDT) to assess English language proficiency for official language classification.
- B. The *preLAS*[®]2000 *Español* will be administered to students in early childhood education programs that have been identified as ELs based on the results of the *preLAS*[®]2000 *English*. Students 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.

III. STUDENTS TO BE ASSESSED

- A. Students in early childhood education programs are to be assessed with the *preLAS*[®]2000 *English* if:
1. A language other than English is reported for any one or combination of responses for items 1-3 on the Home Language Survey (HLS).
 2. Only a response to number 4 contains an indication of a language other than English. The school must research the student's language background to determine whether the student is a potential EL. If the student's background is determined to be English only (EO), English proficiency testing is not required.

The student's language classification must be entered in EESIS as follows:

- a. Search for the student's name in EESIS and go to the "Child page".
- b. Click the blue double arrows by the "Flags" field on the Child page.
- c. Check the appropriate box on the Multi-Selector menu: "English Only-EO"

However, if there is evidence of a significant non-English background (e.g., the student lived with non-English speaking grandmother for a substantial period of time) then the student must be assessed using the *preLAS*[®]2000 *English*. The following indicators may be used when determining reasonable doubt:

- Parents/guardians need interpreters
- Parents/guardians speak to their children in the primary language
- Students initiate interaction with their parents/guardians in the primary language



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- Parent/guardians hesitate unduly in responding to the first three questions of the HLS
- It is revealed that children, while their parents/guardians are at work, are under the care of persons who speak a language other than English
- Students demonstrate a lack of comprehension regarding instruction and classroom/school routines

IV. *preLAS*[®]2000 TEST SECURITY AGREEMENT AND AFFIDAVIT

- A. The site administrator is responsible for ensuring that test security agreements and affidavits are completed during training by all persons having access to the test materials. These documents must be kept on file for auditing purposes.
- B. By signing the *preLAS*[®]2000 Test Security Agreement and Affidavit (Attachment B) all persons shall acknowledge the limited access to the tests.

V. TRANSFER STUDENTS PREVIOUSLY ASSESSED

Students in early childhood education programs that have been previously assessed with the *preLAS*[®]2000 do not need to be reassessed. The primary language assessment is administered only once.

Please verify the transfer student's assessment results in EESIS before attempting to administer the *preLAS*[®]2000.

VI. TEST ADMINISTRATORS

- A. *preLAS*[®]2000 *English* must be administered by trained staff who are proficient in English.
- B. *preLAS*[®]2000 *Español* must be administered by trained staff who are proficient in Spanish.

VII. TESTING TIMELINE

- A. *preLAS*[®]2000 *English* must be administered to within 40 school days of enrollment, or as soon as they reach four years of age.
- B. *preLAS*[®]2000 *Español* must be administered to Students in early childhood education programs within 45 school days of enrollment, or as soon as they reach four years of age.



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VIII. *preLAS*® 2000 ESPAÑOL ANSWER DOCUMENTS TO BE ADMINISTERED

Grade	Answer Document	Color
EEC	<i>preLAS</i> ® 2000 English Answer Sheet	Blue
	<i>preLAS</i> ® 2000 Español Hoja de respuestas	Green

IX. COMPLETING *preLAS*® 2000 ANSWER DOCUMENTS

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

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

Student Number: Print the District 10-digit Student ID Number (student’s birth date, 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.

NOTE: The District 10-digit Student ID Number can be found on the “Child Page” of Early Education Student Information System (EESIS).



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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 home language code (Attachment C) and darken the corresponding bubbles. The home language codes on this attachment must be used. Do not use EESIS language codes.

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 early childhood education programs.



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

The form is a student identification grid for the preLAS 2000 Español assessment. It includes the following sections:

- NOMBRE DEL ESTUDIANTE:** Grid for entering the student's last name (Apellido) and first name (Nombre).
- NÚMERO DE IDENTIFICACIÓN:** Grid for entering the 10-digit student ID number.
- FECHA DE NACIMIENTO:** Grid for entering the birthdate (mm/dd/yy).
- Código de la escuela:** Grid for entering the 4-digit school location code.
- Código del maestro(a):** Grid for entering the teacher number.
- FECHA DEL EXAMEN:** Grid for entering the test administration date (mm/dd/yy).
- SOLAMENTE PARA CÁLCULOS A MANO:** Hand calculation section for oral language scores.
- SEPARACIÓN ENTRE NIVELES E INTERPRETACIÓN DEL PUNTAJE:** Score interpretation table.
- PROGRAMA:** Selection grid for the assessment program (PreK, PK, or 3-5).
- EXAMENADOR:** Grid for entering the assessor's name.
- EXAMINADOR:** Grid for entering the examiner's name.
- ESCUOLA:** Grid for entering the school name.
- DISTRITO:** Grid for entering the district name.

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

Número de Identificación (Student Number): Print the District Student ID 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.

NOTE: The District 10-digit Student ID Number can be found on the “Child Page” of Early Education Student Information System (EESIS).

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.



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

Edad (Age): Darken the corresponding age bubble.

Sexo (Gender): Darken the corresponding gender.

Programa (ECED ONLY): 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.

Idioma del Hogar (Home Language): Locate the appropriate language code (Attachment C) and darken the corresponding bubbles. Do not use EESIS language codes.

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 early childhood education programs.

X. TEST ADMINISTRATION

- A. All test examiners must be prepared to score the Speaking subtest while the student is responding.
- B. For the *preLAS*[®]2000, Parts 1-4, darken in correct answers only.

XI. *preLAS*[®] 2000 SCORING AND REPORTING

- A. The SIB will scan and score the *preLAS*[®]2000 *English* and *preLAS*[®]2000 *Español*.
- B. Calculating the overall score by hand to determine language proficiency level is not necessary.
- C. The overall primary language proficiency levels for *preLAS*[®]2000 are reported as follows:



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Proficiency Level	preLAS [®] 2000	Description
1	NON	Non speaker
2	LTD	Limited speaker
3	LTD	Limited speaker
4	FNC	Fluent speaker
5	PRO	Proficient speaker

- D. If a student's overall English language proficiency is level 4 or 5, the student is classified as Initial Fluent English Proficient (IFEP). Spanish proficiency testing is **not** required.
- E. If a student's overall English language proficiency is level 1-3, the student is classified as an English learner (EL), or Limited English Proficient (LEP). Spanish proficiency testing is required.

XII. 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 Story #2. Leave the **Pre-Literacy Component blank**, this section *does not* apply.
- B. The following assessments must be ***packaged separately***:
 - 1. *preLAS[®]2000 English* answer documents
 - 2. *preLAS[®]2000 Español* answer documents

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 2008-2009 school year. Use separate packing slips for each envelope submitted.



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1. Print site name, location code, and date mailed.
2. Print the site administrator's name and school telephone number.
3. Tape the Packing Slip on the envelope and send through school mail.

XIII. *preLAS*[®]2000 COMPUTER PRINTOUTS AND LABELS

preLAS[®]2000 computer printouts and individual labels will be mailed to the EEC site or Elementary school with the original answer documents/booklets. The label must be affixed on the student's cumulative record in the center box of Section 4, "LAU Information." Please refer to the CP-1, *Organization and Transfer of Records from Preschool Programs to Schools*, for guidelines and procedures.

Early childhood education programs using EESIS for data collection should follow these steps upon receipt of *preLAS*[®]2000 *English* student data:

- a. Search for the student's name in EESIS and go to the "Child page".
- b. Click the blue double arrows by the "Flags" field on the Child page.
- c. Check the appropriate box on the Multi-Selector menu: "English Proficiency-IFEP" or "English Proficiency-LEP."
- d. If the student is "English Proficiency-LEP", check "Spanish Proficiency-Fluent" or "Spanish Proficiency-Limited", based on the *preLAS*[®]2000 *Spanish* computer printout.

To review *preLAS*[®]2000 data, go to Reports~Advanced Reports in EESIS. Select report "preLAS". Enter the site name and search. The report will bring up all children who have been flagged as EO, LEP and IFEP and will show site name, child name, date of birth, classroom, proficiency level, Student ID and family ID.

NOTE: EEC sites and Elementary schools will use the Cumulative Record, Elementary to document student information. To order, refer to the 2008-09 LAUSD Stores Warehouse catalogue, page 304, commodity code 966-12-13791.

XIV. RETESTING AND RESUBMITTING *preLAS*[®]2000 ANSWER DOCUMENTS AND ANSWER BOOKLETS

A. Retesting Students

1. A student may be retested if a parent, teacher, or school administrator expresses doubt about the accuracy of the student's interim language classification.



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2. A retest must be administered and returned to the BINL/*preLAS*[®]2000 Processing Center within 20 school days after receiving the student's *preLAS*[®]2000 result.
3. If a retest is administered, briefly describe the reasons for retesting in the "Comments Section" of the student's cumulative school record.

B. Resubmitting incomplete Answer Documents or Re-tests

1. If a student is being retested per the request of a parent, teacher, or school administrator; complete a new Answer Document.
2. Occasionally Answer Documents are returned to the school without test results. The *preLAS*[®]2000 Report will indicate in the "Error Description" column that a location code or test date was invalid or the test was incomplete.
3. Correct the error(s) and complete a new Packing Slip (Attachment E) indicating the number of answer documents being sent as a "Resubmit."

XV. PROCEDURES FOR ORDERING ADDITIONAL MATERIALS

Additional materials must be ordered directly through CTB/McGraw-Hill.

1. The *preLAS*[®]2000 answer documents and administration components are to be purchased from CTB/McGraw-Hill, 20 Ryan Ranch Road, Monterey, CA 93940. Refer to Attachment D.
2. For questions regarding orders, please contact CTB/McGraw-Hill at the following telephone number: 888-267-8968.

XVI. 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, 21st Floor

RELATED RESOURCES:

- CP-1, *Organization and Transfer of Records from Preschool Programs to Schools*, August 15, 2002
- *The Master Plan for English Learners*, Student Assessment pg. 23-34



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- 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 regarding this policy, please contact your Local District Early Childhood Education Director.

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

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ATTACHMENT A

STATE PRESCHOOL PROGRAMS AT ELEMENTARY SITES

LD	SCHOOL
1	Calvert ES
1	Capistrano ES
1	Gledhill ES
1	Granada ES
1	Knollwood ES
1	Lassen ES
1	Lokrantz ES
1	Nestle ES
1	Stagg ES
1	West Valley School
2	Burbank ES
2	Coughlin ES
2	Fernangeles ES
2	Mountain View ES
2	North Hollywood Comm Adult School
2	Pinewood ES
2	Saticoy ES
2	Stonehurst ES
2	Sunland ES
3	Kentwood ES
4	Allesandro ES
4	Bellevue PC

LD	SCHOOL
4	Cheremoya ES
4	El Sereno ES
4	Laurel ES
4	Selma ES
5	Budlong ES
5	First Street ES
5	Gates ES
5	Hamasaki ES
5	Maple Primary
5	Murchinson ES
5	Perez Special Education School
5	San Pedro ES
5	Sierra Park ES
7	Amestoy ES
7	Barrett ES
7	Russell ES
7	Weigand ES
8	Leland ES
8	Park Western ES
8	President ES
8	Sellery Special Education School
8	Wilmington ES

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ATTACHMENT B

***preLAS*[®]2000 TEST SECURITY AGREEMENT AND AFFIDAVIT**

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

I acknowledge that I will have access to the *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 C

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
17	Bulgarian	56	Mongolian
18	Burmese	57	Nepali
19	Cambodian (Khmer)	58	Norwegian
	<u>Chinese Languages:</u>	95	Pashto
22	Cantonese	65	Polish
97	Chiu Chow		<u>Philippine Languages:</u>
25	Mandarin (Putonghua)	89	Ilocano
76	Taiwanese	62	Pilipino (Tagalog)
21	Toishanese	94	Visayan
26	Other Chinese	64	Other Philippine
16	Chaldean	66	Portuguese
27	Creole	59	Punjabi
24	Croatian	67	Romanian
28	Czech	87	Romany
29	Danish	55	Russian
30	Dutch	69	Samoan
00	English	90	Serbian
32	Estonian	70	Serbo-Croatian
61	Farsi (Persian)	71	Sinhalese
88	Fijan	72	Slovak
31	Finnish	60	Spanish
33	Flemish	75	Swahili
35	French	73	Swedish
37	German	77	Thai
38	Greek	74	Tigrinya
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 D

preLAS®2000 ORDER FORM

CTB/McGraw-Hill Customer Service Center PO Box 881002 Indianapolis, IN 46208-1002	Phone: 1-888-267-8968 Fax: 1-800-282-0266
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SHIP TO:

Los Angeles Unified School District
_____ School

Attention of: _____
Phone: _____

BILL TO:

Los Angeles Unified School District
_____ School

Attention of: _____
Phone: _____
Purchase Order: _____

<u>QTY</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
		ENGLISH		
_____	65480	preLAS®2000 English Kit, Form C*	\$165.00	_____
_____	65453	Cue Picture Booklet, English, Form C	\$61.20	_____
_____	65465	Story Cassette, Form C	\$27.45	_____
_____	65482	Story Audio CD, Form C English	\$27.45	_____
_____	65459	Examiner's Manual, English	\$50.65	_____
_____	65461	Quick Reference Guide	\$8.65	_____
_____	65481	LAUSD preLAS®2000 Answer Documents (pkg of 50) – English, Form C	\$70.70	_____
		SPANISH		
_____	65483	preLAS®2000 Spanish Kit, Form C*	\$165.00	_____
_____	65455	Cue Picture Booklet, Spanish, Form C	\$61.20	_____
_____	65467	Story Cassette, Spanish, Form C	\$27.45	_____
_____	65485	Story Audio CD, Form C Spanish	\$27.45	_____
_____	65460	Examiner's Manual, Spanish	\$50.65	_____
_____	65462	Quick Reference Guide, Spanish	\$8.65	_____
_____	65484	LAUSD preLAS®2000 Answer Documents (pkg of 50) – Spanish, Form C	\$70.70	_____

* Kit includes: Examiner's Manuals, Examiner's Quick Reference Guides, 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.
Please attach purchase order

Prices effective from January 1, 2008 to June 30, 2009

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ATTACHMENT E

pre-LAS[®] 2000 PACKING SLIP

Tape here to face of envelope

TO: School Information Branch
BINL/preLAS[®] 2000/LAS Links[™] Processing Center
Beaudry Building, 21st 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*.

preLAS[®] 2000 English	NO. OF STUDENTS	Date Received
1. Initial Identification		
2. Retests (return original label with answer document)		
3. Resubmit (previously missing information)		

preLAS[®] 2000 Español	NO. OF STUDENTS	Date Received
1. Initial Identification Number of Answer document/booklets enclosed		
2. Retests (return original label with answer document)		
3. Resubmit (previously missing information)		
4. Returned test due to missing information		

09/15/08

Tape here to face of envelope

(Return address)

SCHOOL INFORMATION BRANCH
BINL/preLAS[®]2000/LAS LINKS[™] Processing Center
Beaudry Building, 21st Floor

DUPLICATE PRE-LAS/LAS/preLAS[®] 2000/LAS LINKS[™] LABEL
REQUEST