

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE DEPUTY SUPERINTENDENT
CURRICULUM DEPARTMENT**

January 13, 2012

TO: All Principals
 FROM: *[Signature]* Leonine J. Butler, Ed. D., Deputy Superintendent
 Curriculum Department
 VIA: Area Superintendents *[Signature]*
 SUBJECT: **ADMINISTRATION OF THE CELLA**



The administration of the 2012 Comprehensive English Language Learning Assessment (CELLA) is scheduled from March 5–April 6, 2012, with group administration from March 19–March 23, 2012.

The ESOL Department, in collaboration with the Student Assessment Department, will be offering workshops for new CELLA Coordinators. See the attached registration form for dates and location. Adobe Connect sessions have been scheduled to provide updates and logistics of the test. An email with the login link will be sent to the CELLA Coordinator one week prior to the sessions. **Please submit the name of the CELLA Coordinator at your school to Sally Diaz, Clerk Specialist IV, via email at sally.diaz@browardschools.com by February 3, 2012.**

Who will participate in the spring administration?

- All students enrolled in the district (grades K-12) and classified ELL with a code of “LY” at the time of testing.
- All students coded “LF” on or after September 1, 2011.

Due to limited district staff, schools with 230 or more ELLs will be provided limited assistance with the one-on-one administration. Schools with fewer than 230 ELLs may contact their Area Offices to request assistance if needed. The following person may be contacted at each area: North Area - Hector Troche at 754-321-3470; Central Area – Faye Kravitz at 754-321-3870; and South Area – Joaquin Eljau at 754-321-3614.

	Group Administration (Listening, Reading & Writing Sections)	Individual Administration (Speaking Section and Kindergarten)
School Responsibility	All ELLs	Up to 230 ELLs
District Responsibility	N/A	Any ELLs over 230 count

Thank you in advance for your continued assistance. If you have any questions or need additional information, please contact **Leyda Sotolongo, Title III Coordinator, at 754-321-2965 or via email at leyda.sotolongo@browardschools.com.**

LJB/SVH/VBS:pm
Attachment

cc: Executive Leadership Team
 Sayra Vélez Hughes, Executive Director, Early Learning, ESOL & CTACE Departments
 Paul Houchens, Director, Student Assessment
 Area Directors
 Jody Perry, Director, Charter Schools Support
 Leyda Sotolongo, Title III Coordinator, ESOL Department
 Area Coordinators, Student Services

CELLA TRAIN-THE-TRAINER

Registration Form

DATES: February 15th or 16th, 2012

LOCATION: Rock Island Professional Development Center, Room 501
2301 Northwest 26th Street
Fort Lauderdale, FL 33311

There will be two sessions for each day. **ONLY** register for one session.

Session A (Elementary)
8:00 – 11:00 a.m.

Session B (Secondary)
12:00 – 3:00 p.m.

Registration ends on Wednesday, February 8, 2012.

PLEASE PRINT

Name: _____

School: _____

Check the **ONE** session you will be attending:

Wednesday, February 15, 2012 Training Room 501		Thursday, February 16, 2012 Training Room 501	
Session A _____	Session B _____	Session A _____	Session B _____

Return the registration form to Sally Diaz, Clerk Specialist IV, at sally.diaz@browardschools.com or via fax to (754) 321-2964 by February 8th, 2012. You will receive confirmation of registration via email.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.