



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: 2009-2010 Use of Student Answer Sheets with the Elementary Language Arts Periodic Assessment (Grades 4-5/6)

NUMBER: MEM-4807

ISSUER: Carol Fujita, Director
 Elementary Language Arts

DATE: July 1, 2009

PURPOSE: The purpose of this Memorandum is to provide revised administration instructions for the Elementary Language Arts periodic assessments in Grades 4-5/6.

ROUTING

Local District Superintendents
 Local District Administrators of Instruction
 Local District Directors of School Support Services
 Local District Instructional Coach Coordinators
 Principals, Elementary
 Assistant Principals, Elementary
 School Coordinators, Elementary
 School Administrative Assistants
 UTLA Chapter Chairs

MAJOR CHANGES: Due to state and district budget reductions, students in Grades 4-5/6 (using Open Court Reading 2000, Open Court Reading 2002, Foro abierto, or Lectura) will not be permitted to write in the student booklets purchased for the 2009-2010 school year. Students are required to use student answer sheets.

INSTRUCTIONS: I. Background

Students and teachers have traditionally been allowed to write directly in their periodic assessment booklets. Administration procedures have not changed. However, student booklets will not be considered consumable for the 2009-2010 school year. The grading and SOAR reporting process will not be affected by the use of the students answer sheets.

II. Roles and responsibilities

Administrators/support staff are responsible for ensuring that answer sheets are downloaded and reproduced for teacher/student use. However, if teachers are given the responsibility to download and reproduce answer sheets and copy allotment is limited, consideration should be given to the teacher allotment of copies and use of the copy machine. In order to limit the number of copies that need to be made, each student answer sheet is one-page in length. However, students can take notes on the back of the page if necessary.

Based on teacher feedback, optional sections include: a place for students to write notes while taking the comprehension section and a box for “teacher use only” should teachers wish to record scores from the sub-test administered on separate sheets of paper. The writing assessment can be administered on standard lined paper.

It is recommended that the fluency passages (Passage 1 and Passage 2 from each unit test) be reproduced so that teachers may take notes on the fluency passage itself. The passages can be found in any one of the student booklets. Per the agreement between the Los Angeles Unified School District’s and the copyright owner, the numbers of copies made by each teacher/school site should not exceed the number of student booklets purchased for the teacher/school-site.



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III. Directions for downloading student answer sheets:

Student answer sheets may be downloaded at:

http://notebook.lausd.net/portal/page?_pageid=33,217941&_dad=ptl&_schema=PTL_EP

Alternate directions:

- Begin at the lausd homepage: www.lausd.net
- Click on “Offices” and then, “Elementary Language Arts” (under “E”)
- From the Elementary Language Arts’ landing page, click on “Publications”
- Locate the header “Student Answer Sheets for Periodic Assessments”
- Download the appropriate answer sheets for the grade-level/program

ASSISTANCE: For assistance regarding this memorandum, please contact the person responsible for elementary literacy in your local district or Alison Towery at the central office at (213) 241-6444 or alison.towery@lausd.net.