



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** 2006-2007 Schedule of District Diagnostic Periodic Assessments, Single-Track Secondary Schools

**NUMBER:** MEM-2501.0

**ISSUER:** Robert Collins, Chief Instructional Officer  
Instructional Services, Secondary

**DATE:** May 25, 2006

**ROUTING**

Local District  
Administration  
Principals  
Assistant Principals  
Testing Coordinators  
Literacy Coaches  
Mathematics Coaches  
Science Lead Teachers  
Science Coordinators

**PURPOSE:** The purpose of this memorandum is to provide the District’s Diagnostic Periodic Assessment schedule for single-track secondary schools for 2006-2007 in order for schools to plan a coordinated professional development and instructional program.

**MAJOR CHANGES:** Beginning in 2006-2007, student assessment booklets for Mathematics and Science will be delivered early to schools; once in June for Fall 2006 and once in December for Spring 2007. (English/Language Arts teachers are requested to use the “Sample Assessments” included in each component of the District’s *Instructional Guide* until after an extensive discussion with department chairpersons in August.) Only the student answer sheets will be delivered for all subjects before each designated assessment window in order to provide for more accurate answer documents. Assessment windows have been lengthened to two weeks in order to provide additional flexibility to schools.

Additionally, specific procedures for how to use Periodic Assessment data to inform instruction and professional development are provided in the *Professional Development Guide for Secondary Periodic Assessments: A Tool for Analyzing Periodic Assessment Data and Using Results to Inform Collaborative Conversations*. This *Guide* was collaboratively developed with Local District Directors of Instruction, central staff, and the “Periodic Assessment Task Force” which represents all constituents involved with using these assessments.

The current diagnostic periodic assessments include three core academic subjects. The assessment implementation schedule for **English/Language Arts** (Grades 6-10), **Mathematics** (Grades 6-8 and Algebra 1) and **Science** (Grades 6-8, Integrated Coordinated Science 1, Biology and Chemistry) is provided on the following attachments:

- Attachment A is for Grades 6-8 (middle school)
- Attachment B is for Grades 9-12 (high school)

SPAN schools that serve across grade levels must refer to the appropriate calendars for their grade levels.



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Options schools should refer to Reference Guide-2171 for instructions for administering their Periodic Assessments.

**INSTRUCTIONS:** With careful scheduling, flexibility can be provided for multiple assessments during overlapping assessment windows and to make adjustments to student achievement of course content. However, schools must administer the assessments no later than the last day of the specified assessment window. This will provide timely data to inform instruction or reteaching. Alternative calendar (4x4) schools may establish their own assessment windows linked to the *Instructional Guides*.

Administrators are to meet with the stakeholder groups responsible for planning the school calendar to ensure time is provided to coordinate the effective implementation of the Periodic Assessments and to ensure that adequate professional development time is provided to:

- review assessment format to note how the standards are assessed and plan instruction;
- use three (3) designated professional development days following the administration of the periodic assessments in order to review achievement data to plan subsequent instruction and/or the reteaching of challenging content.

Teachers are to administer the assessments and use the student performance data to accomplish the following:

- Provide information to strengthen standards-based instruction;
- Identify target areas for professional development;
- Provide reports to parents regarding student progress toward proficiency;
- Help motivate students to become more responsible for their own learning.

### **RELATED RESOURCES:**

The resources for each subject area include the following:

- District *Instructional Guides* and accompanying professional development materials for English, Mathematics and Science
- *Professional Development Guide for Secondary Periodic Assessments: A Tool for Analyzing Periodic Assessment Data and Using Results to Inform Collaborative Conversations*
- <http://iss.lausd.net>
- *Secondary Periodic Assessment Website* (through Inside LAUSD). See Memorandum No. MEM-1689.0 titled “*Announcement of Secondary Periodic Assessments Website*,” dated April 15, 2005

**ASSISTANCE:** For further assistance or information, first contact your school’s Literacy/ Math Coaches and Science Lead Teachers. For additional support, contact your Local District Administrators of Instruction, Science Experts, Secondary Literacy, and Mathematics Coordinators, or the District’s Periodic Assessment Unit at (213) 241-6873.