



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: SPANISH LAS, SECONDARY

NUMBER: REF-1788

ISSUER: Esther Wong, Assistant Superintendent
Planning, Assessment and Research

DATE: July 5, 2005

ROUTING
Local District Administration
Local District EL
Program Staff
Principals
EL Coordinators

PURPOSE: The purpose of this reference guide is to provide schools with the process and procedures used in the administration of the Spanish LAS to English Learners (EL) in grades 6-12.

MAJOR CHANGES: This reference guide provides the new LAS Order form (Attachment C).

INSTRUCTIONS: I. SPANISH LANGUAGE ASSESSMENT SCALES (LAS)

State guidelines require school districts to administer a primary language assessment to each English Learner (EL) in comprehension, speaking, reading and writing within 90 calendar days of enrollment. The District's *Master Plan for English Learners* recommends that the primary language assessment be administered by trained personnel within 45 calendar days of enrollment to provide a basis for making the best instructional decision for the student. Spanish LAS Oral and Read/Write (Forma 2B-3A) will be administered to identified Spanish-speaking English Learners (ELs) in grades 6–12. Students who have had formal schooling in their native countries that can be verified with official school transcripts do not have to take the LAS Español. For these students enter the information in SIS in ID01, Field 333. Enter "T" (Transcript Evaluation) and the date (month and year) the transcripts were verified. A copy of the official school transcript must be placed in the student's cumulative record annotated to indicate it is in lieu of the LAS Español.

II. SUBMITTING SPANISH LAS ANSWER DOCUMENTS FOR SCORING

A. Complete the student identification grid

1. Student's Name. Print the student's last, first, and middle names. Darken the corresponding bubbles in the name grid.
2. Student I.D. Number. The District student I.D. number consists of the student's birthdate, gender and pre-assigned three-digit I.D. number (tie-breaker).
 - a. Birthdate – enter the birthdate (month, day and year) and darken the corresponding bubbles.
 - b. Sex – darken the appropriate bubble.



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- c. Serial Number – darken the appropriate bubbles
 3. Grade. Darken the appropriate grade level bubble.
 4. Home Language. Print the student’s home language and bubble the appropriate language code (see Attachment A).
 5. School Location Code. Enter the school location code and darken the appropriate bubbles.
 6. SIS No. Enter local SIS student number (optional)
 7. Test Date. Enter the test administration date (month, day, year) and darken the corresponding bubbles.
 8. Testing Purpose. Darken the appropriate bubble.
 9. School Name. Stamp or print the school name in the space provided.
 10. LAS Writing Component Total Score. Code the Writing Component Total Score for students who are identified to be administered the LAS R/W. Remember to multiply by 6 the results of the “Let’s Write” before adding to the total score.
- B. Check each answer document to ensure that:
1. The Student Identification Grid is complete:
 2. Only the student’s incorrect responses are bubbled in the LAS oral section.
- C. Packing slip (See Attachment B) – use Attachment B as a “master copy” of the Packing Slip to be reproduced and used during the 2004 – 2005 school year.
1. Print the school name, location code, and date mailed.
 2. Print the coordinator’s name and phone number.
 3. Enter the number of LAS answer sheets being submitted for scoring in the section.
 4. Tape the Packing Slip on the envelope and send in school mail.
- D. Hand-scoring
1. LAS may be hand-scored for immediate identification and placement of the student at the school. For hand-scoring instructions, refer to the appropriate “LAS Scoring and Interpretation Manual.”



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2. Hand-scored results ARE NOT TO BE ENTERED IN SIS. The scores will be downloaded via the “gateway” into the school’s SIS.
3. Carefully separate the answer sheet from the hand-scoring sheet along the perforated line. Retain the hand-scoring sheet in the student’s cumulative record.

III. LAS COMPUTER PRINTOUTS AND LABELS

- A. LAS computer printouts and individual labels will be sent to the school with the original answer sheet. The label must be placed in the student’s cumulative record.
- B. LAS “NO-MATCH” Report
 1. LAS results are downloaded from the central computer via the “gateway” into the local SIS system. The LAS “NO-MATCH” Report is produced with the names and LAS results of students not matched to the students enrolled in SIS.
 2. It is the school’s responsibility to enter the LAS results in the SIS system for students whose names are listed in the LAS “NO-MATCH” Report.

IV. RETESTING AND RESUBMITTING LAS ANSWER DOCUMENTS

- A. Students requiring retesting
 1. A student may be retested if the parent, teacher, or school administrator expresses doubt about the accuracy of the student’s language classification.
 2. A retest must be administered and returned to the BINL/LAS Processing Center within 20 school days after receiving the student’s first LAS result.
 3. If a retest is administered, describe the reasons for retesting in the “Comments Section” of the student’s cumulative record.
 4. Use the following procedures for retests:
 - a. Re-administer the test with Form 2B-3A.
 - b. Complete the Student Identification Grid on the answer sheet according to the instructions in Section II.
 - c. Return the original LAS label with the “Retest” answer sheet. Darken the “Retest” bubble in the Testing Purpose grid.
- B. Resubmitting answer documents.
 1. Occasionally answer documents are returned to the school without test results. The LAS Report will indicate in the “Error Description” column



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that a location code or test date was invalid or that the test was incomplete.

2. Correct the error(s) change the Test Purpose to “Resubmit” and complete a new Packing Slip (see Attachment B) indicating the number of answer sheets being sent as a “Resubmit.”

V. PROCEDURES FOR ORDERING ADDITIONAL MATERIALS

- A. LAS answer sheets are to be purchased from the District Stores Branch. They are listed in the Catalogue of Standard Supplies and Equipment for Schools and Offices.

<u>Grades</u>	<u>Answer Sheet</u>	<u>Commodity Code</u>
6 – 12	LAS, Español Forma 2B-3A	7859099989

- B. LAS components may be purchased from CTB/McGraw-Hill, 20 Ryan Ranch Road, Monterey, CA 93940. Use “Attachment C” for all LAS component orders.

VI. REQUEST FOR DUPLICATE LAS LABELS

If the original LAS label is lost a duplicate label may be requested by completing a copy of Attachment D and mailing to:

School Information Branch
Beaudry Building, 23rd Floor

RELATED RESOURCES:

- The Master Plan for English Learners, Student Assessment pg 23 –34
- Attachment A, Languages and Codes List
- Attachment C, LAS Order Form

ASSISTANCE:

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

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ATTACHMENT A

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 B

LAS PACKING SLIP

.....Tape here to face of envelope.....

**TO: School Information Branch
BINL/LAS Processing Center
Beaudry Building, 23rd Floor**

Date Mailed: _____

FROM: _____
(School Name)

Location Code: _____

(Name of Coordinator)

() _____
School Telephone Number

Directions: Tape this Packing Slip securely to the face of a large envelope. Enter the number of answer sheets submitted on the appropriate line.

SPANISH LANGUAGE ASSESSMENT SCALES	NO. OF STUDENTS	Date Received
1. Initial Identification		
2. Retests (return original label with answer sheet)		
3. Resubmit (previously missing info)		

RETURNED LAS TESTS	NO. OF TESTS	Date Returned
1. Returned LAS Tests Due to Missing Information		

7/5/05

Tape here to face of envelope

NOTE: Make copies as needed. Retain this form as your "original" copy.

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ATTACHMENT C

ORDER FORM Secondary Schools

Attach to SPO (School Purchase Order)



CTB/McGraw-Hill
Order Service Center
20 Ryan Ranch Road
Monterey, CA 93940
Phone: 1-800-538-9547
Fax: 1-800-282-0266

SHIP TO:

Los Angeles Unified School District

_____ School

Attention of: _____

Phone: _____

BILL TO:

Los Angeles Unified School District

_____ School

Attention of: _____

Phone: _____

Please attach this order form to your SPO (School Purchase Order)

QTY	UNIT	CODE	DESCRIPTION	PRICE p	TOTAL
___	Kit	65539	LAS-O Examiner's Kit, Spanish, Form 2B	\$145.50/each	_____
___	Pkg/35	65744	LAS-R/W Writing Component, Spanish 3A (Grades 6-12) c	\$57.00/pkg	_____
___	Pkg/35	65741	*Reading Component, Spanish 3A (Grades 6-12) c	\$75.60/pkg	_____

*LAS R/W Examiner's Manuals are packaged with the Reading Booklets

c Consumable Materials

p These prices are effective from January 1, 2005 to December 31, 2005

Note: Answer Sheets are available through the LAUSD District Stores.

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ATTACHMENT D

REQUEST FOR DUPLICATE PRE-LAS/LAS LABELS

Complete this form to request duplicate PRE-LAS/LAS label(s). Duplicate labels are available for students tested **after June 30, 1992.**

School: _____ Location Code: _____

Contact: _____ Telephone: (____) _____

STUDENT NAME Last, First	STUDENT ID NO (mm/dd/yy F/M #)	DATE TESTED	English Initial	Reclass	Spanish

Please fold, staple, and return via school mail to: School Information Branch
BINL/LAS Processing Center
Beaudry Building, 23rd Floor

NOTE: Make copies as needed. Retain this form as your "original" copy.

(Return address)

SCHOOL INFORMATION BRANCH
BINL/LAS Processing Center
Beaudry Building, 23rd Floor

DUPLICATE PRE-LAS/LAS LABEL REQUEST