



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

**TITLE:** Spanish LAS, Secondary

**NUMBER:** REF-2589

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

**DATE:** July 3, 2006

**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 to administer of the Spanish LAS to English Learners (EL) in grades 6-12.

**MAJOR CHANGES:** The School Information Branch (SIB) and PRE-LAS/LAS unit has moved to the 21<sup>st</sup> Floor of the Beaudry Building.

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 and provide 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 serial number (tie-breaker).
  - a. Birthdate – enter the birthdate (month, day and year) and darken the corresponding bubbles.



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- b. Sex – darken the appropriate bubble.
  - 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 on the LAS oral section.
- C. Packing slip (Attachment B) – use Attachment B as a “master copy” of the Packing Slip to be reproduced and used during the 2006 – 2007 school year.
1. Print the school name, location code, and date mailed.
  2. Print the coordinator’s name and telephone 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 through 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.
4. Assessments from other Districts must be faxed to the attention of:

Eva Garcia  
(213) 241 – 8969

Test results will be downloaded into your SIS computer. When faxing test results be sure to include the student’s 10 digit district I.D. number.

### 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

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.

As a service to the school, School Information Branch will download the test results into your SIS computer.

### 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.



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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 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. They can be found under “Educational Tools”.

| <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 a LAS Components.

### 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, 21st Floor

**RELATED RESOURCES:**

- The Master Plan for English Learners, Student Assessment pg 23 –34

**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, 21st 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.

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

| <b>RETURNED LAS TESTS</b>                        | <b>NO. OF TESTS</b> | <b>Date Returned</b> |
|--|---------------------|----------------------|
| 1. Returned LAS Tests Due to Missing Information |                     |                      |

7/3/06

\_\_\_\_\_  
Tape here to face of envelope

NOTE: Make copies as needed. Retain this form as your "master 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)**

| <b>QTY</b> | <b>UNIT</b> | <b>CODE</b> | <b>DESCRIPTION</b>  | <b>PRICE p</b> | <b>TOTAL</b> |
|------------|-------------|-------------|---|----------------|--------------|
| ___        | Kit         | 65201       | <b>LAS-O</b><br>Examiner's Kit, Spanish, Form 2B                | \$165.50       | _____        |
| ___        | Pkg/35      | 65230       | <b>LAS-R/W</b><br>Writing Component, Spanish 3A (Grades 6-12) c | \$60.00        | _____        |
| ___        | Pkg/35      | 65227       | *Reading Component, Spanish 3A (Grades 6-12) c                  | \$80.00        | _____        |

\*LAS R/W Examiner's Manuals are packaged with the Reading Booklets  
 c Consumable Materials  
 p **These prices are effective from January 1, 2006 to December 31, 2006**

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





(Return address)

SCHOOL INFORMATION BRANCH  
BINL/LAS Processing Center  
Beaudry Building, 21<sup>st</sup> Floor

DUPLICATE PRE-LAS/LAS LABEL REQUEST