

ACTION, REQUIRES RESPONSE

LOS ANGELES UNIFIED SCHOOL DISTRICT Planning, Assessment and Research

DISTRIBUTION: All Schools with Grades K-12; Local District Offices

SUBJECT: REFERENCE GUIDE NO.127
ENGLISH PRE-LAS AND SPANISH LAS,
ELEMENTARY SCHOOLS

DATE: July 1, 2003

DIVISION: Planning, Assessment and Research

APPROVED: ESTHER WONG, Assistant Superintendent

ROUTING

Local District Supts.
Local District Directors
of Instruction
Local District School
Support Directors
Local District EL
Program Staff
Principals
EL Coordinators

For assistance, please call Eva Garcia, Specialist, School Information Branch at (213) 241-2450.

I. GENERAL INFORMATION

- A. The English PRE-LAS is administered to pre-kindergarten students as an assessment instrument used to determine the English language proficiency and appropriate program placement of students with a home language other than English. The California English Language Development Test (CELDT) must be used for students in grades K-12.
- B. To assess the Spanish-speaking English Learners (ELs) in pre-kindergarten through grade 5/6, the district will continue to use the Spanish components of the Language Assessment Scales (LAS) described below:
 1. PRE-LAS Español is administered to identified Spanish-speaking English Learners (ELs) in pre-kindergarten and kindergarten.
 2. Spanish LAS-O is administered to identified Spanish-speaking ELs in grades 1-6.
 3. Spanish LAS Read/Write (LAS R/W) is administered to identified Spanish-speaking ELs in grades 2-6. Testing in grade 1 is recommended when the student has had previous schooling in the home country.

II. STUDENTS TO BE ASSESSED

- A. Pre-kindergarten students are to be assessed with the English PRE-LAS:
 1. If the response to any of the first three questions on the Home Language Survey (HLS) is a language other than English.
 2. If all of the conditions listed below are true, the pre-kindergarten must be assessed with the English PRE-LAS.
 - a. Response to each of the first three questions on the HLS is English, and
 - b. Response to question number four is other than English, and
 - c. There is reasonable doubt as to the student's proficiency in English

Reasonable doubt is raised if any of the following are observed during the enrollment process:

- Parents/guardians need interpreters
- Parents/guardians speak to their children in the primary language
- Students initiate interaction with their parents/guardians in the primary language
- Parents/guardians hesitate unduly in responding to the first three questions of the HLS
- It is revealed that children, while their parents/guardians are at work, are under the care of persons who speak a language other than English
- Students, after having been enrolled in the English-only program for a reasonable length of time (30 days or less), demonstrate a lack of comprehension regarding instruction and classroom/school routines

NOTE: Pre-kindergarten students assessed with PRE-LAS English must be re-assessed in Kindergarten with CELDT. The PRE-LAS English result is only an interim language identification.

III. LAS ANSWER DOCUMENTS TO BE USED

- A. English PRE-LAS will be used in pre-kindergarten.
- B. The following Spanish LAS components will be used:

Pre-K and K: PRE-LAS ESPANOL

Grades 1-3: Spanish LAS-O, Form 1B; LAS R/W, Form 1A

Grades 4-6: Spanish LAS-O, Form 1B; LAS R/W, Form 2A

IV. TEST ADMINISTRATORS AND TIMELINE

- A. English PRE-LAS must be administered by trained staff who are proficient in English. Pre-kindergarten students must be tested within 40 school days of enrollment.

Note: Pre-kindergarten students are to be assessed if they are four years old or older within the 40 days of enrollment. If they are not four years or older at the time of enrollment, they are to be assessed as soon as they reach age four.

- B. The District's Master Plan recommends that the Spanish LAS be administered by trained Spanish-speaking personnel within 45 calendar days of enrollment to provide a basis for making the best instructional decisions for the student. State guidelines require that the EL be assessed in the primary language within 90 calendar days of enrollment.

V. SUBMITTING LAS ANSWER DOCUMENTS FOR SCORING

- A. Completing 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, sex, and pre-assigned three-digit serial number.

-Birthdate – enter the birthdate (month, day, and year) and darken the corresponding bubbles.

- Sex – darken the appropriate bubble
- 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. Teacher Number. Enter teacher number. Schools may assign unique identification Number or use room number.
- 7. Test Date. Enter the test administration date (month, day, year) and darken the corresponding bubbles. FOR PRE-LAS ONLY, if using old answer sheets and the year is 2003, bubble the "3" in the year column only.
- 8. Testing Purpose. Darken the appropriate bubble.
- 9. School Name. Stamp or print the school name in the space provided.
- B. Check each answer document to ensure that:
 - 1. The Student Identification Grid is complete.
 - 2. Only the student's incorrect responses are bubbled.
- C. Separating answer documents
 - 1. The following tests must be sent in separate envelopes:
 - a. English PRE-LAS answer documents
 - b. PRE-LAS ESPANOL or Spanish LAS answer documents
 - 2. Spanish LAS R/W answer booklets must be submitted with the corresponding Spanish LAS-O answer sheet in the same envelope.
 - 3. Do NOT use paper clips, staples, or rubber bands on answer documents.
- D. Packing slip (See Attachment B)

Use Attachment B as a "master copy" of the Packing Slip to be reproduced and used during the 2003-2004 school year. Use separate packing slips for English PRE-LAS and Spanish LAS answer documents.

 - 1. Print school name, location code, and date mailed.
 - 2. Print coordinator's name and phone number.
 - 3. Enter the number of English PRE-LAS or Spanish LAS answer sheets being submitted for scoring in the appropriate section.

4. Tape Packing Slip on envelope and send in school mail.

E. Hand-scoring

1. English PRE-LAS and Spanish 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." Please DO NOT enter hand-scored results in SIS.
2. Carefully separate the answer sheet from the hand-scoring sheet along the perforated line. Retain the hand-scoring sheet in the student's cumulative folder.

VI. 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 on the student's cumulative record.
- B. LAS "NO-MATCH" Report
 1. LAS results are downloaded from the central computer into the local elementary school's 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 the students whose names are listed on the "NO-MATCH" Report.

VII. RETESTING AND RESUBMITTING ENGLISH PRE-LAS OR SPANISH LAS ANSWER DOCUMENTS

A. Students requiring retesting

1. A student may be retested if a 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 English PRE-LAS or Spanish LAS result.
3. If a retest is administered, briefly 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 the appropriate form and level. See Section III.
 - b. Complete the Student Identification Grid on the answer sheet according to the instructions in Section V.
 - c. Return the original English PRE-LAS or Spanish LAS label with the "Retest" answer sheet. Darken the "Retest" bubble in the Testing Purpose grid of the answer sheet.

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 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."

VIII. PROCEDURES FOR ORDERING LAS MATERIALS

- A. LAS answer sheets are to be purchased from 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>
Pre-kindergarten PK and K	PRE-LAS ENGLISH	7859099985
	PRE-LAS ESPANOL	7859099980
<u>Grades</u>	<u>Answer Sheet</u>	<u>Commodity Code</u>
1 – 3	Spanish LAS, Form 1B/1A	7859093248
4 - 6	Spanish LAS, Form 1B/2A	7859093249

- B. PRE-LAS and LAS components may be purchased from CTB/McGraw-Hill, 20 Ryan Ranch Road, Monterey, CA 93940 (Attachment C and D).

IX. REQUEST FOR DUPLICATE PRE-LAS/LAS LABELS

If the original PRE-LAS/LAS label is lost, a duplicate label may be requested by completing Attachment E and mailing to: School Information Branch, Beaudry Building, 23rd Floor.

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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	Kanjool
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. Please use a separate envelope for English PRE-LAS and a separate envelope for Spanish LAS.

ENGLISH PRE-LAS	NO. OF STUDENTS	Date Received
1. Initial Identification		
2. Retests (return original label with answer sheet)		
3. Resubmit (previously missing info)		

SPANISH LAS	NO. OF STUDENTS	Date Received
1. Initial Identification		
2. Retests (return original label with answer sheet)		
3. Resubmit (previously missing info)		
4. Returned LAS Tests Due to Missing Information		

7/1/03

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

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

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ATTACHMENT C

PRE-LAS® ORDER FORM

CTB/McGraw-Hill
Order Service Center
20 Ryan Ranch Road
Monterey, CA 93940-5703

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: _____

<u>QTY</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>TOTAL</u>
_____	65570	Cue Picture Booklet, English, Form A	\$51.00	_____
_____	65514	Audio Cassette, English, Form A	\$22.00	_____
_____	65519	Administration Manual, English	\$38.00	_____
_____	65520	Scoring & Interpretation Manual, English	\$38.00	_____
_____	65525-L	Cue Picture Booklet, Spanish, Form A	\$51.00	_____
_____	65517	Audio Cassette, Spanish, Form A	\$22.00	_____
_____	65522	Administration Manual, Bilingual	\$38.00	_____
_____	65523	Scoring & Interpreting Manual, Spanish	\$38.00	_____
_____	65572	English House Cue Picture (11x 17)	\$ 6.00	_____
_____	65573	Spanish House Cue Picture (11x17)	\$ 6.00	_____

Write in additional items needed:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note: Answer sheets are available through the LAUSD District Stores.
Tax and shipping will be added to your order.

Prices effective from January 1, 2003 to December 31, 2003

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ATTACHMENT D

ORDER FORM Elementary 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
LAS-O					
_____	Kit	65552	Examiner's Kit, Spanish, Form 1B	\$129.00/each	_____
LAS-R/W					
_____	Pkg/35	65742	Writing Component, Spanish 1A (Grades 2-3) c	\$54.00/pkg	_____
_____	Pkg/35	65743	Writing Component, Spanish 2A (Grades 4-6) c	\$54.00/pkg	_____
_____	Pkg/35	65780	*Reading Component, Spanish 1A (Grades 2-3)	\$98.00/pkg	_____
_____	Pkg/35	65740	*Reading Component, Spanish 2A (Grades 4-6)	\$72.00/pkg	_____

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

c Consumable Materials

p **Prices effective from January 1, 2003 to December 31, 2003**

Write in additional items needed:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note: Answer sheets are available through the LAUSD District Stores.
Tax and shipping will be added to your order.

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ATTACHMENT E

REQUEST FOR DUPLICATE PRE-LAS LABELS

Complete this form to request duplicate PRE-LAS/LAS label(s). Duplicate labels are available for students tested **after June 30, 1989**.

School: _____ Location Code: _____

Contact: _____ Telephone: (_____) _____

STUDENT NAME Last, First	STUDENT ID NO (mm/dd/yy F/M No	DATE TESTED	English Initial	Redes	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