1.0 SCOPE:

1.1 This work instruction describes the process in which the Assessment, Research, and Evaluation Department creates the STAR Student Rosters file in the Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Application Specialist I

2.2 Application Specialist II

3.0 APPROVAL AUTHORITY:

3.1 Administrator of Assessment, Research

and Evaluation Department

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Approved signature on file

4.0 DEFINITIONS:

4.1 CDE – California Department of Education

4.2 Mandated Tests

4.2.1 STAR-Aprenda 3 test – Norm-referenced test for which Harcourt is the CDE contracted test vendor. This test is administered to students in grades 5 through 11 with the home language of Spanish having been in the United States school less than 12 months and all students with home language of Spanish in an immersion class.

4.2.2 STAR-ETS tests – Criterion-referenced tests for which the Educational Testing Services is the CDE contracted test vendor that are administered to students in grades 2 through 11. These tests include the CST - California Standards Test, CAT6 - California Achievement Test (6th Edition), CAPA -California Alternate Performance Assessment, and STS - Standards-based Test in Spanish.

4.3 SASIxp – Student Information system

4.4 SCUSD – Sacramento City Unified School District

5.1.7.2 Reference the STAR Aprenda 3 DPLT Standardized Testing and Reporting Program 2006-2007 Pre-ID File Layout.

5.1.8 Email coordinator the location of the file path of the rosters.

6.0 ASSOCIATED DOCUMENTS:

6.1 California Standardized Testing and Reporting Pre-ID instructions for Spring 2007 Administration

6.2 Standardized Testing and Reporting Program 2006-07 Pre-Identification File Layout for APRENDA 3

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Student Rosters	ARE files	5 Years	Discard as desired.	N/A

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
05/03/07	A	Initial release.

***End   of   work   instruction* * *