

West Contra Costa Unified School District
English Learner Services – RAP Center
4300 Cutting Blvd.
Richmond, CA 94804
(510) 307-4590

CUM copy__ RAP Center copy__

**Initial Enrollment Placement of a Potential English Learner
While Waiting for CELDT Results from a Previous District**

(Date)

Dear Principal (or EL designee) at _____ School:

Please enroll _____.

ID #: _____ and/or

Date of Birth: _____

We are awaiting this student's CELDT scores from another school district in California, and will send them to you as soon as we receive them. The CELDT is given to all English learners in the state and can only be given once a year. If we are unable to obtain the latest scores from the previous district, we will notify the student's parent or guardian that the child will need to be tested at the RAP Center, and we will then send the results to the school.

This student *appears* to be an English learner (EL) based on an *informal* assessment in the RAP Center. While waiting for the CELDT results, please enroll him/her with a teacher with a CLAD certificate. It is recommended at the elementary level that the teacher determine a temporary proficiency level based on the teacher's informal assessment and/or the district Moving Into English ELD Placement test. If you wish further assistance, please contact Susan Dunlap by email or at 307-4507.

If you do not hear from us within two weeks, or if you have any questions, please contact John Brooke or Leticia Oregon at the RAP Center at 307-4590 or Susan Dunlap, Coordinator of EL Services, at 307-4507.

For Secondary Only: The above student has taken the Secondary ELD Placement Exam and at this time should be placed in ELD _____. If the student has not taken the Secondary ELD Placement Exam, please make arrangements to have him/her tested either at the school or at the RAP Center.

Thank you.