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MEMORANDUM

TO: Florida Primary CELLA Contacts
FROM: Lori Rodriguez
DATE: May 11, 2011
SUBJECT: 2011 CELLA Reports Shipment

Questar Assessment, Inc. has scheduled the 2011 CELLA Reports to arrive at districts on **May 25, 2011**.

Printed Reports Shipment

The district office will receive a shipment containing materials for each school that participated in the 2011 CELLA administration. All materials are packaged and labeled by school. Each package contains the following items:

- A memo stating the contents in the 2011 CELLA Reports Shipment
- Spring 2011 Individual Student Report - 2 copies per student
- A double-sided document containing the school level user name and password to access the 2011 School Report on ServicePoint, along with a quick reference guide to the website

Note: For districts that have schools with a smaller ELL population, each school's materials are packaged in envelopes and then placed in a box addressed to the district office. The district must open these boxes before distribution to the schools.

Electronic Reports via [ServicePoint](#)

- Spring 2011 School Report – this report lists all of the students tested at a school, according to grade level, with summaries for that school.
 - **Note:** This is the only electronic report that can be viewed by school personnel.
- Spring 2011 District Report – a report that lists all of the schools in the district that participated in CELLA, according to grade level, with summaries for that district.
- District Results File – a file that lists specific student information for those students in the district that participated in CELLA.
- District Results File layout – a document that lays out the fields in the district results file to enable interpretation of the file.
- A master list of each participating school's ServicePoint user names and passwords.

If there are any questions, please contact Steven Daniels, Customer Service Representative, toll-free at 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com. Customer Service is available Monday through Friday, 7:00 am through 6:00 pm Eastern Time.

LORI RODRIGUEZ

BUREAU CHIEF FOR STUDENT ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

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