

FYI

CELLA Reminders & Updates

The 2009 CELLA Administration is near! To assist in the final preparations for administration please note last minute reminders along with some updates.

Testing Materials

- CELLA test materials are scheduled for delivery between **March 30 – April 10**.
- K2 Logistics is contacting each district to schedule a date and time for delivery.
- Upon receipt of materials, please conduct a complete inventory; contact ETS if there are any discrepancies.
- K2 Logistics will e-mail pallet maps and ETS will e-mail the security checklists.

Pre-ID labels

- Pre-ID labels will arrive in conjunction with the test materials between **March 30 – April 10**.
- If labels don't arrive within the window or if labels are damaged, contact ETS immediately.

Supplemental Material Orders

- Supplemental material orders can be placed using the online ordering system
Click on: <https://app1.fldoe.org/aala/cellaorder/>.

Large Print and Braille Materials Orders

- Braille and Large Print CELLA materials can be placed using the online ordering system. Click on: <https://app1.fldoe.org/aala/cellaorder/> or contact ETS Customer Service (866) 881-2802.

Remember to Keep Your Brown Shipping Boxes!

- After unpacking and sorting the materials, **Keep** the **brown** boxes to package test materials for return.

New

Admin Processes Conference Calls: Session Added

- Districts that are unable to participate **April 8th or 16th**, an additional Administration Processes Session conference call is being scheduled for **May 6th from 10AM –11AM EST**.
- ETS will send an e-mail with the conference call number.

ETS Contact Added

- Karen Cromwell has joined ETS, and is working closely with Zulma Torres. An updated contact list to replace the one provided in Communiqué #1 is attached to this notice.

Green District Return Labels

- Each district will receive 25 **green** not to be scored return labels for district use. If additional labels are needed, please contact ETS Customer Service (866) 881-2802.

Who Do I Contact?

Revised 3/20/2009

CONTACT NAME	CONTACT INFORMATION	TOPIC/SUBJECT
Florida Department of Education	Telephone: (850) 245-0417 Facsimile: (850) 245-0846 CELLA Email: FloridaCELLA@fldoe.org	Contact the Florida Department of Education for any question that you have. If they are unable to answer your question, they will work to get you in touch with the right people, or find the answer and report back to you.
Lori Rodriguez DOE Chief Bureau of AALA	Telephone: (850) 245-0417 Facsimile: (850) 245-0846 Email: lori.rodriguez@fldoe.org	General 2009 Administration questions, specific questions regarding who should be tested, when to apply functional level testing, and anything other topic regarding CELLA.
Mark Drennan DOE Program Specialist IV	Telephone: (850) 245-0893 Facsimile: (850) 245-0846 Email: mark.drennan@fldoe.org	General Administration questions, specific questions regarding who should be tested, when to apply functional level testing, Florida policy, security, and any other topic regarding CELLA.
Daphne Csonka Test Administration & Reporting Advisor	Telephone: (850) 245-0513 Facsimile: (850) 245-0771 Email: daphne.csonka@fldoe.org	General Administration questions, specific questions regarding who should be tested, when to apply functional level testing, Florida policy, security, and any other topic regarding CELLA.
CELLA Customer Service	Toll Free: (866) 881-2802 Facsimile: (866) 387-2598 Email: CELLA@ets.org	Contact customer service for the status of your supplemental orders and other general questions regarding your CELLA testing materials. <i>Available from March 30, 2009 – May 30, 2009 Hours of operation: 8:00am – 4:30pm</i>
Zulma Torres ETS CELLA Program Manager, Lead OR Karen Cromwell ETS CELLA Program Manager	Telephone: (609) 243-6538 Facsimile: (609) 243-6550 Email: ztorres@ets.org Telephone: (609) 243-6524 Facsimile: (609) 243-6550 Email: kcromwell@ets.org	General Administration questions, additional testing materials, shipping questions, return material processing, and any other topic regarding CELLA.
Theodor Rebarber CEO Accountability Works	Tel: (301) 469-3443 Cell: (202) 316-5185 trebarber@accountabilityworks.org	Questions regarding the Online Locator test.