
State Mandated Testing – Dissemination of Test Results
(ARE-W008)
Sacramento City Unified School District

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5.0 PROCEDURE:

- 5.1 For all mandated tests, the Coordinator III or Accountability Coordinator receives paper and electronic test results from the CDE contracted

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REPORT from www.startest.org/archive.html website that will accompany the student report.

5.3.3.3 The Coordinator III creates a parent/guardian letter for the LSU C Associate Superintendent that will accompany the STAR Student Report. Refer to ARE-W010.

5.3.3.4 The Application Specialist II creates address labels for students who were not included in the pre-identification file.

5.3.3.5 ARE staff sends the following to parents/guardians: parent/guardian letter, YOUR GUIDE TO YOUR STUDENT'S STAR REPORT, and student report.

5.4 STAR-Aprenda 3 paper results

5.4.1 School reports – ARE staff sends original copies of these reports to each school's principal with a copy of the Proof of Pickup or Delivery Form (ARE-F001).

5.4.2 Student reports –

5.4.2.1 The Office Technician sets up a purchase order with the Central Printing Department for pre-stamped envelopes based on the number of reports received. Refer to procedure BUD-P005.

5.4.2.2 The Coordinator III creates a parent/guardian letter for the LSU C Associate Superintendent that will accompany the STAR Student Report. Refer to ARE-W010.

5.4.2.3 The Application Specialist II creates address labels for students who were not included in the pre-identification file.

5.4.2.4 ARE staff sends the following to parents/guardians: parent/guardian letter and student report.

5.5 CAHSEE paper results –

5.5.1 Student reports

5.5.1.1 The Office Technician sets up a purchase order with the Central Printing Department for pre-stamped envelopes, and, if applicable, duplication and mailing services, based on the number of reports received. Refer to procedure BUD-P005.

5.5.1.2 The Accountability Coordinator creates a parent/guardian letter for the LSU C Associate Superintendent that will accompany the CAHSEE Student Report. Refer to ARE-W010.

5.5.1.3 The Application Specialist II creates the address labels file for students who were not included in the pre-identification file. The Office Technician creates address labels.

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5.5.1.4 The Accountability Coordinator requests the parent/guardian letter to 12gl2 Td(ity)TjETQ q