



State of Arizona
Department of Education

Tom Horne

Superintendent of
Public Instruction

Date: July 29, 2009

To: Superintendents, Charter Holders, ELL Coordinators / Main Contacts,
PELL Members

From: Stephen Bonnet, Education Program Specialist, 602-364-2167
Office of English Language Acquisition Services (OELAS)

Subject: Ordering of AZELLA Form AZ-2 Materials

The Office of English Language Acquisition Services, in response to numerous emails and phone calls regarding the ordering process for the Arizona English Language Learner Assessment (AZELLA) Form AZ-2, would like to address your concerns.

It has been brought to our attention that there has been some confusion regarding ordering the AZELLA Form AZ-2 materials. For school year 2009-2010, ADE will not automatically be sending initial orders to Districts/Charters. It is essential for each District/Charter to send a representative to the AZELLA Summer Training Session. The training is to inform constituents what procedures are needed to order the necessary number of assessments directly from Pearson.

If you have not yet attended an AZELLA Summer Training Session this year, please note the last and final Session will be held at the East Valley Institute of Technology (EVIT) on August 4, 2009 @ 9:00 AM. To attend the training session, you must register at:

<http://www.azed.gov/online/registration/EventLocationSelection.asp?EventID=1944>

We are asking that each district or charter holder send no more than two people. Remember to print and bring your registration confirmation with you.

This session will cover:

- Overview of AZELLA Form AZ-2:
- Arizona Program management information
- Ordering of assessment materials through PearsonAccess
- Guidance and materials for the “unofficial” scoring of AZELLA Form AZ-2
- Rapid Reports and use of the new export tool
- Guidelines for the administration of the AZELLA
- Guidelines for the use of the revised PHLOTE Home Language Survey

If you have any questions, please contact Stephen Bonnet at 602-364-2167 or by email at Stephen.Bonnet@azed.gov.

Thank you.