



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: English Learner Assessment Coordinators (ELACs), District Administrators in TIDE (DAs)
FROM: Cristi Alberino, Education Consultant, Performance Office
DATE: September 25, 2024
SUBJECT: LAS Links Accommodated/Paper Materials Order Form

This memo provides details related to the LAS Links Accommodated/Paper Form order and return process for the 2024-25 school year. Paper forms of the LAS Links are available for students who are identified in PSIS as English learners/multilingual learners (ELs/MLs) who have an Individualized Education Program or Section 504 Plan documenting the need for assessments to be provided in braille, large print, or on paper based on their disability.

Accommodated/Paper Form Order Process

ELACs must complete and submit the Connecticut 2025 LAS Links Accommodated/Paper Materials Order Form **by February 7, 2025, at the latest.**

- Orders submitted by **December 19, 2024**, will arrive in the district by January 3, 2025.
- Orders submitted after **December 20, 2024**, will arrive in the district after January 10, 2025.

The [Accommodated/Paper Materials Order Form](#) is posted on the [CT DRC LAS Links Website](#). Test materials will arrive in a separate shipment than the Test Coordinator Kit (TCK) used for return processing. Please note that all testing materials and the TCK will only be sent to the address listed on the order form. This address is provided by the district in EdSight, [Find Contacts](#), and is no longer editable. If the ELAC's mailing address is incorrect in EdSight, only the district's Contact Manager Writer can update it, not the CSDE.

Please make sure that the address listed in the order form is correct or make the necessary changes in EdSight *before* placing the order. The CSDE must be notified of the change. Once an order is submitted, the delivery address cannot be changed. Students whose answer documents are not returned to DRC by the return deadline February 28, 2025, will not receive test scores or a student proficiency report.

Test Administration

The ELAC must manage the administration and security of the paper forms. The student responses in braille and large print **must be transcribed** into the provided scannable test document **prior to the return shipment** of test materials.

Return of LAS Links Accommodated/Paper Materials

Once the student has completed the LAS Links on the appropriate accommodated/paper form, all test materials are returned to Data Recognition Corporation (DRC) for scoring via UPS. The ELAC must contact UPS, complete student identifying information on the test materials, ensure transcription has been completed, affix DRC provided labels on answer documents and boxes as directed, and maintain all tracking numbers and receipts.

The final date to request UPS pick-up to send completed test documents to DRC for processing is **February 28, 2025. Late materials will not be scored.**

2024-25 English Language Proficiency Testing Windows	
LAS Links Testing Window	January 2-March 7, 2025
Connecticut Alternate Assessment of English Language Proficiency (CAAELP) Testing Window	January 13-March 7, 2025

Please email Cristi.Alberino@ct.gov with any questions related to the LAS Links Accommodated/Paper Materials Order Form.