

---

**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Monday, February 10, 2020 10:55 AM  
**To:**  
**Subject:** Action Needed--Designate an LEA ELPAC coordinator for the 2020-2021 ELPAC Administration



Dear LEA Superintendent:

You are receiving this email because you are listed as the superintendent or charter school administrator in the California School Directory.

You may have received an automated email from [ca-assessments@ets.org](mailto:ca-assessments@ets.org) with instructions for either renewing or setting up a user account within the [Test Operations Management System \(TOMS\)](#). This user account provides access to functions in [TOMS](#) that allow the designation of a local educational agency (LEA) English Language Proficiency Assessments for California (ELPAC) coordinator for the 2020–2021 ELPAC administration. **The deadline to designate an LEA ELPAC coordinator is April 1, 2020.**

Administrators of Direct Funded Charter schools should ensure that a person named in the *Administrator* field in the California School Directory is the primary site administrator for the school, with the authority to designate such roles as LEA ELPAC coordinator. If you believe you are not the primary administrator, nor the appropriate person to designate an LEA ELPAC coordinator, work with the appropriate person at the LEA to update the *Administrator* field in the California School Directory so it contains the name of the individual who has authority as the primary site administrator.

## **Assigning Existing TOMS Users to the 2020–2021 Administration**

Follow these steps if the LEA ELPAC coordinator(s) you intend to designate for 2020–2021 already has an account in [TOMS](#):

1. Select the [**Users**] tab in the top navigation bar.
2. Select the [**View & Edit**] tab on the action bar and search for existing 2019–2020 coordinator(s).
3. Select the [**View/Edit User**] pencil icon from the *Action* column of the search results.

4. Select the **[NEXT]** button on the *User Name and Contact Information* progress step and again on the *Existing Role(s)* progress step to proceed to the *Add Role* progress step.
5. In the *Add Role* progress step:
  1. Select the *Organization* drop-down list and then select the organization from the list.
  2. Select the LEA ELPAC coordinator role from the *Role* drop-down list and then select *2020 - 21* from the *Administration Year* drop-down list.
  3. Select the **[NEXT]** button.
6. Select the **[SAVE]** button on the *Confirm and Save User* progress step.

## **Adding New TOMS Users**

Follow these steps if the individual(s) you intend to designate as the LEA ELPAC coordinator for 2020–2021 does not yet have an account in [TOMS](#):

1. Select the **[Users]** tab from the top navigation bar.
2. Select the **[Add]** tab on the action bar.
3. Enter the user's contact information.
4. In the *Assign a Role* progress step:
  1. Select the *Organization* drop-down list and then select the organization from the list.
  2. Select the LEA ELPAC coordinator role from the *Role* drop-down list and then select *2020 - 21* from the *Administration Year* drop-down list.
  3. Select the **[NEXT]** button.
5. Select the **[SAVE]** button on the *Confirm and Save User* progress step.

## **Designating an LEA Coordinator as Primary or New**

Follow these steps to indicate that an individual is being designated as the primary LEA coordinator or a new LEA coordinator that may require training.

1. Select the **[Users]** tab in the top navigation bar.
2. Select the **[Designate Users]** tab on the action bar.
3. Select **[CONTINUE]**.
4. View the list of existing 2019–2020 coordinator(s) and select the *Primary* checkbox in the *2020 - 21* column to designate the user as the primary coordinator for 2020–2021.

5. Select the *New* checkbox to indicate that a coordinator is new or has been in the coordinator role for less than 12 months.
6. Select the [**SAVE**] button to save the 2020–2021 LEA ELPAC coordinator designation(s).

## Adding Additional Contact Information

Enter contact information for a technology coordinator or a special education coordinator if the LEA has staff other than the LEA ELPAC coordinator responsible for these areas. This contact information will be used to ensure these coordinators receive any communications specific to technology or special education. (As the Initial ELPAC transitions to a computer-based assessment in 2020–2021, the technology coordinator will be an important contact in ensuring the computer-based assessments run smoothly.)

Take the following steps to provide contact information for a technology or special education coordinator in [TOMS](#):

1. Select the [**Users**] tab from the top navigation bar.
2. Select the [**Designate Users**] tab on the action bar.
3. Select the [**Contact Type**] section tab. View the list of existing contacts; edit or delete as needed.
4. Select the [**ADD NEW CONTACT**] button to create a new contact.
5. Select *Technology Coordinator* or *Special Education Coordinator* in the *Contact Type* drop-down list.
6. Enter the user's contact information.
7. Select the [**SAVE**] button.
8. Repeat these steps to enter contact information for another technology coordinator or special education coordinator.

You will receive another automated email in April from [ca-assessments@ets.org](mailto:ca-assessments@ets.org) notifying you the functionality is now available to designate the LEA CAASPP coordinator for the upcoming 2020–2021 CAASPP administration. You will use the same password and these same steps to designate a coordinator for CAASPP.

LEA ELPAC and CAASPP coordinators for 2019–2020 also were notified about the coordinator designation process and can assist you with setting up a TOMS user account.

LEA ELPAC and CAASPP coordinators with questions regarding the process for designating a coordinator can contact the California Technical Assistance Center (CalTAC) by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
Phone: 800-955-2954

Fax: 800-541-8455

Email: [caltac@ets.org](mailto:caltac@ets.org)

Websites: <http://www.caaspp.org> and <https://www.elpac.org>