
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Friday, December 15, 2017 12:26 PM
To:
Subject: ELPAC Communications Update



Dear LEA ELPAC Coordinator:

We are quickly approaching the first operational administration of the English Language Proficiency Assessments for California (ELPAC) Summative Assessment, scheduled from February 1 through May 31, 2018. As you place your order for materials for the ELPAC in the Test Operations Management System (TOMS), Educational Testing Service (ETS) would like to provide you with additional information to make your ordering efficient.

TOMS Primary User Information

Local educational agencies (LEAs) should confirm that they have a primary user listed in TOMS. If an LEA is replacing an existing LEA ELPAC Coordinator, it must make sure that both the designation and security agreement forms are completed properly and submitted promptly, so ETS can ensure that the order (which is in processing) will be associated with the correct user. If a primary user is deleted and ETS receives an incorrect designation and security agreement, it will cause an issue with test materials delivery.

- [2017–2018 Superintendent Designation of LEA ELPAC Coordinator](#)
- [2017–2018 ELPAC Test Security Agreement for LEA ELPAC Coordinator and Site ELPAC Coordinator Form](#)

Precoded Group Identification Sheets

If test materials were ordered in Round 1 or Round 2, LEAs will also receive a packet of 50 precoded Group Identification Sheets (GIS) for each school. The precoded GIS will be an additional shipment. They *will not* be included as part of the test materials shipment. The packets of precoded GIS should be forwarded to each school. The GIS are scannable and must not be photocopied or shared with other LEAs.

Thank you for your attention to these important matters. If you have any questions, please contact the ELPAC Customer Support Center by e-mail at ELPAC@ets.org or by phone at 844-782-2714.

Sincerely,

ELPAC Project Team
Educational Testing Service