
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Tuesday, October 8, 2019 9:19 AM
To:
Subject: Important information! LST Student Score Reports Blank Parent/Guardian Address Update options



Dear LEA ELPAC Coordinator:

It has come to our attention, that many of the Initial English Language Proficiency Assessments for California (ELPAC) student scores reports (SSRs) in the local scoring tool (LST) do not have the parent/guardian address information populated. The Test Operations Management System (TOMS) receives student's parent/guardian mailing address data from California Longitudinal Pupil Achievement Data System (CALPADS). If a local educational agency (LEA) did not submit Student Information Files (SINF) with addresses for the students they have tested with the Initial ELPAC, the LST SSR will be devoid of the student mailing address. LEAs **may** choose to remedy this by completing one of the following options:

1. Resubmit the SINF files to CALPADS for all of their students to ensure that addresses are in the feed to TOMS from CALPADS. Once completed, LEAs can contact California Technical Assistance Center (CaTAC) by phone at 800-955-2954 to request that their Initial ELPAC scores be unlocked (must provide list of statewide student identifiers). Once approved by CaTAC, LEAs can then re-enter the raw scores into the LST for each individual SSID to generate a new SSR with address.
2. Using their local student information system, LEAs can generate address labels to put on their SSRs or merge the address information into their Parent/Guardian Letter Data file that is produced from the LST in TOMS prior to producing letters and attach the SSR without an address.

Note: LEAs are not required to update their SSRs in the local scoring tool once generated.

If you have any questions concerning the LST SSR address information, please contact CaTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Educational Testing Service

Phone: 800-955-2954

Email: caltac@ets.org

Website: <https://www.elpac.org/>