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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Thursday, May 10, 2018 11:26 AM  
**To:**  
**Subject:** ELPAC Communications Update--Initial ELPAC Local Scoring Tool Webcast



Dear Local Educational Agency ELPAC Coordinator:

On **May 16, 2018**, from 1 to 2 p.m., Educational Testing Service (ETS) will present a live Webcast that will provide a guided walkthrough of the Initial ELPAC Local Scoring Tool (LST).

Topics will include the following:

- Accessing the LST
- Searching for a student
- Entering Initial ELPAC raw scores for Listening, Reading, Writing, and Speaking domains
- Previewing/Editing a Student Score Report
- Locking a Student Score Report
- Printing a Student Score Report
- Downloading a configurable parent/guardian letter template (Word document) to be used for mail merge
- Demonstrating available reporting options
- Exporting student score data (Excel spreadsheet) to be used in mail merge/upload to local student information system

To access the Webcast, go to the Training tab at [ELPAC.org](http://ELPAC.org) and select “Live Webcast.”

It is recommended that those who will be scoring and entering results into the LST view the Webcast. No preregistration or logon account is required. Materials and an archive of the Webcast will be available on the [ELPAC Archived Webcasts](#) Web page at [ELPAC.org](http://ELPAC.org) within two weeks after the live training.

Questions about the 2017–18 Initial ELPAC administration should be directed to the ELPAC Customer Support Center by phone at 844-782-2714 or by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org).

Sincerely,

ELPAC Project Team

Educational Testing Service

Phone: 844-782-2714

E-mail: [ELPAC@ets.org](mailto:ELPAC@ets.org)

Web site: <http://www.elpac.org>