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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Wednesday, November 1, 2017 11:21 AM  
**To:**  
**Subject:** ELPAC Material Orders Update November



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), we want to provide you with additional information to make your ordering efficient.

### **Placing Material Orders**

Local educational agencies (LEAs) should include material order quantities for all schools and all grade levels within their LEA in a single file when uploading their materials order in TOMS. Uploading a new file will overwrite any existing files that have been uploaded. LEAs that need to upload multiple files should follow these steps:

1. Download their existing materials order worksheet.
2. Make edits to that file.
3. Re-upload.

### **Checking Your Material Order after Placement**

In the Approved Orders section in TOMS, you have three ways to check your order:

1. Download the template and verify the counts by school.
2. Scroll down to the Upload Files area and select the [**Download**] icon next to the file you uploaded.
3. Select [**Continue**] on the Approve Order page. You will see the Order Approval details.

### **Important Notes**

- You can place one order in Round 1 (ending November 17) or one order in Round 2 (ending December 21); you cannot place an order in both rounds.
- Once you have placed your first order in TOMS, you will have to wait for the Supplemental Order window (beginning January 23) to add any additional materials.

The full order details in the [**Order Summary**] and [**View and Track Orders**] tabs in the ELPAC TOMS will not be fully populated until after the end of each round. At the close of each of these windows, the data for the entire round are pushed through Educational Testing Service systems.

Thank you for your attention to this important matter. If you have any questions, please contact the ELPAC Customer Support Center by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

Sincerely,

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