



Re: ELPAC—Required Forms for 2017–18 ELPAC Summative Assessment Administration

The Superintendent Designation of LEA ELPAC Coordinator form and the Test Security Agreement form for the 2017–18 ELPAC administration are now available.

May 1, 2017

Dear LEA Superintendent:

Each local educational agency (LEA) is required to designate a test Coordinator for the English Language Proficiency Assessments for California (ELPAC) from among LEA employees **by August 1, 2017**. This task is the responsibility of the LEA superintendent or direct-funded charter school administrator (hereafter referred to as the “LEA superintendent”). The person designated as the LEA ELPAC Coordinator is responsible for handling administrative and security responsibilities for all components of the ELPAC. The LEA ELPAC Coordinator is required to carry out the responsibilities through June 30, 2018.

The 2017–18 Superintendent Designation of LEA ELPAC Coordinator form for designating the LEA ELPAC Coordinator is now available by selecting the following link:

[2017–2018 Superintendent Designation of LEA ELPAC Coordinator Form](#)

Educational Testing Service (ETS) **must receive both** the signed designation form from the LEA superintendent and a signed test security agreement from the LEA ELPAC Coordinator to be able to grant the LEA ELPAC Coordinator access to the Test Operations Management System (TOMS). TOMS is the online system that Coordinators will use to manage all aspects of ELPAC testing, including assigning user roles.

The 2017–18 Test Security Agreement for LEA ELPAC Coordinators and ELPAC Test Site Coordinators form is now available by selecting the following link:

[2017–2018 Test Security Agreement for LEA ELPAC Coordinators and ELPAC Site Coordinators Form](#)

The LEA ELPAC Coordinator e-mail address requested on the designation form will be used for all communications related to ELPAC by both ETS and the California Department of Education (CDE). Therefore, if an e-mail address changes, please immediately notify ETS. Submit a new designation form for any change in Coordinator contact information. The ETS Customer Support Center can be contacted by e-mail at ELPAC@ets.org or by phone at 1–844–782–2714.

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 1–844–782–2714.

Sincerely,

Michael Southworth, M.Ed., PMP
ETS ELPAC Program Manager