
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Thursday, December 13, 2018 2:08 PM
To:
Subject: Summative ELPAC Materials Order Reminder Email



Dear LEA ELPAC Coordinator:

We are quickly approaching the close of the English Language Proficiency Assessments for California (ELPAC) **Round 2 Test Materials Ordering window, which closes on Thursday, December 20, 2018.** Our records indicate that an order has not been placed for your local educational agency (LEA). LEAs should place material orders as soon as possible in order for materials to arrive by January 18, 2019. For step-by-step guidance on how to order test materials, please view the [Materials Ordering Quick Start Guide](#) document or view the [ELPAC Test Operations Management System \(TOMS\) Archived Webcast](#).

If your LEA does not place an order during the Round 2 Test Materials Ordering window, your next opportunity to order Summative ELPAC materials for the 2018–19 administration will be January 14, 2019, during the Supplemental Test Materials Ordering window. Please note that orders placed during the Supplemental Test Materials Ordering Window will not be packaged by school site, but by LEA grade level.

If you need assistance or have questions about the ordering process, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by email at elpac@ets.org.

Thank you for your attention to this important matter.

Sincerely,

ELPAC Project Team
Educational Testing Service
Phone: 844-782-2714
Email: ELPAC@ets.org
Website: <http://www.elpac.org/>