
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Wednesday, November 28, 2018 3:29 PM
To:
Subject: Summative ELPAC Round 2 Material Orders



Dear LEA ELPAC Coordinator:

The 2018–19 English Language Proficiency Assessments for California (ELPAC) Summative Assessment administration window is scheduled for February 1 through May 31, 2019.

The Summative ELPAC Round 2 Test Materials Ordering Window is now open. Our records indicate that a materials order for your local educational agency (LEA) has not yet been placed. Please note that if your LEA does not place an order during the Round 2 Materials Order window, your next opportunity to order Summative ELPAC materials for the 2018–19 administration will be January 14, 2019.

- **Round 2: November 19–December 20, 2018**
- Supplemental Materials: January 14–May 14, 2019

Test Materials Ordering Information

Only students with an English Language Acquisition Status (ELAS) of English learner (EL) in the California Longitudinal Pupil Achievement Data System (CALPADS) are included as part of the enrollment counts within the Test Operations Management System (TOMS). The following subsequent points provide guidance on ordering the correct amount of materials based on enrollment counts as well as confirming the correct delivery address for your materials.

1. Make sure to upload the new ELAS records into CALPADS for those students who recently took the Initial ELPAC, so your numbers are accurate in TOMS.
2. LEAs should always check the enrollment counts in TOMS for accuracy. If discrepancies exist, LEAs need to update their CALPADS records and then wait 48 hours to rerun the order counts in TOMS. If discrepancies continue, LEAs should verify that the Exit dates are accurate. Because the CALPADS file is cumulative, the condition for exiting a student requires that the Enrollment Effective Date in the exit file matches the Enrollment Start Date received for that student in the active student file from CALPADS. If the dates do not match, TOMS does not exit the student.

3. Please check that your shipping address in TOMS is correct ***prior to ordering*** to ensure that your materials are delivered to the appropriate location. Shipping addresses must be a physical location such as a warehouse or an office building and cannot be a post office box.

General questions about ELPAC should be directed to the ELPAC Customer Support Center by phone at 844-782-2714 or by email at ELPAC@ets.org.

Sincerely,

ELPAC Project Team
Educational Testing Service
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Email: ELPAC@ets.org
Website: <https://www.elpac.org/>