Student Scores and Student Score Reports

<table>
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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Log on to the English Language Proficiency Assessments for California (ELPAC) Test Operations Management System (TOMS) and select the [Local Scoring Tool] button from the left navigation bar.</td>
</tr>
</tbody>
</table>
| 2    | Locate a student by entering demographic information or by providing the student’s Statewide Student Identifier (SSID) and then selecting the [SEARCH] button.  

**Note:** Every demographic information field is not required to be populated; however, entering as much demographic information as possible makes the search more concise. If a student is not found using the SSID field, the local educational agency (LEA) needs to verify that the student is in the California Longitudinal Pupil Achievement Data System (CALPADS).
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<td>3</td>
<td>Select the [Enter Scores] button to proceed to the screen to enter a student’s Initial ELPAC raw scores.</td>
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</table>
Enter the *required information (Teacher/Test Examiner Name* and Date Testing Completed*) and the Initial ELPAC raw scores for each domain found on the back cover of the student’s Answer Book.
5  Create the SSR.

a. Select the [Preview Score Report] button to generate an unofficial version of the Student Score Report (SSR). This allows you to confirm the SSR is accurately populated before locking the scores.

Important Note: The scores are unofficial until they are locked. **Once the scores are locked, they cannot be edited.** Locked scores are official scores that will be on the SSR and used in the Student Data file.
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<td>b.</td>
<td>In the event the SSR is inaccurate and needs to be changed, select the [Clear Form] button and then the [CONFIRM] button to clear all entered data.</td>
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<tr>
<td>6</td>
<td>Review the SSR for accuracy and, once confirmed, lock the scores by selecting the [Lock Scores] button. <strong>Reminder Note:</strong> The scores are unofficial until they are locked. Once the scores are locked, they cannot be edited by the user. Select [YES] to confirm that you want to lock the scores.</td>
</tr>
</tbody>
</table>
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Once the scores are locked, the [Print Score Report] button will allow you the option to print the SSR.

**Note:** This action describes how to print a single SSR. LEAs may select the [Reports] button on the menu on the left navigation bar within the [Local Scoring Tool] button to print multiple SSRs at once.
These steps describe how to download a template of a letter to customize for inclusion with the SSR sent to parents/guardians.

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<tr>
<td>1</td>
<td>Select the [Download Parent/Guardian Letter] button within the [Local Scoring Tool] button on the left navigation bar.</td>
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</table>
### Step 2

The template type is selected by using the *Select Template Type* drop-down menu and then selecting the [*Download Parent/Guardian Letter*](#) button.

**Note:** The next three images present an example of a template in English only.
## Export Parent/Guardian Letter Data

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| 1    | Select [Export Parent/Guardian Letter Data] within the [Local Scoring Tool] button on the left navigation bar to export data from the locked scores for merging into the LEA’s configurable letter template.  

**Note:** Locked scores are official scores that will be on the Student Score Report and used in the Student Data file. |
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| 2    | Input the LEA in the *Select LEA Organization* drop-down menu. Input the date in the *Start Date* input box; by default, the system will populate the *End Date* input box as the current date.  

**Note:** The data for the Parent/Guardian Letter is available as an exportable Excel (.xlsx) file. |
Local Scoring Tool (LST) Reports

For a list of all the available reports within the [Local Scoring Tool] tab, select the [Reports] option.
Individual Download

Initial ELPAC Export Student Score Data

This report allows the user to export student score data for the current enrolled local educational agency (LEA).

1. Select your organization using the organization link.
2. Select the [REQUEST NEW REPORT] button to generate a new report.
3. Return have after you have received an e-mail notification that your report is ready.
4. Select the [DOWNLOAD REPORT] button to download a .csv file that contains the score reports for student in the selected LEA.

Note: Files may be very large and take time to process depending on the size of your LEA's student demographic snapshot. For the best performance, make sure to allow time for the download to complete before submitting another request.

Important: If you are requesting a new report by selecting [REQUEST NEW REPORT], you will receive an e-mail notification when it is ready for download.

Organization:
  - Select Organization

Initial ELPAC Student Score Report Print Status

This report provides the Student Score Report Print status of the students in the selected organization.

Organization:
  - Select Organization

Initial ELPAC LEA-Level Student Demographic Snapshot Report

This report contains a unique demographic report for each student in the selected LEA. Student records are populated once scores are loaded in the Local Scoring Tool. Note the following steps to request the Student Demographic Report:

2. Select the [REQUEST NEW REPORT] button to generate a new report.
3. Return have after you have received an e-mail notification that your report is ready.
4. Select the [DOWNLOAD REPORT] button to download a .csv file that contains the demographic snapshot for students in the selected LEA.

Note: Files may be very large and take time to process depending on the number of records your LEA's student demographic snapshot file. For the best performance, make sure to allow time for the download to complete before submitting another request.

Important: If you are requesting a new report by selecting [REQUEST NEW REPORT], you will receive an e-mail notification when it is ready for download.

Organization:
  - Select Organization

Initial ELPAC School-Level Student Demographic Snapshot Report

This report contains a unique demographic report for each student in the selected school. Student records are populated once scores are loaded in the Local Scoring Tool. To download the report, select the School and then select the [DOWNLOAD REPORT] button.

School:
  - Select School
# Initial ELPAC Student Eligibility Report

The purpose of the report is to provide the LEA with a list of students who are eligible to take the Initial ELPAC. The students who appear on this list have an English Language Acquisition Status (ELAS) of “to be determined” (“TBD”) in CALPADS and do not have Initial ELPAC results in the LST. It provides the LEA a way to confirm that all Initial ELPAC–eligible students have been tested as required by the regulations if the list is blank.

# Initial ELPAC Local Scoring Tool Score Audit Report

This report provides the audit history of users who have entered, updated, or locked Initial ELPAC scores, and printed or reprinted Initial ELPAC SSRs for the selected organization in the LST.
3 Initial ELPAC Student Results Report

This report generates the testing status of the students with locked scores for the Initial ELPAC for the selected organization.

4 Initial ELPAC Print Student Score Reports

You may download a file that contains electronic SSRs for a grade (or multiple grades) at a school (or multiple schools) in your LEA. To download a SSR, you must first select the school and then the grade whose reports you want to compile. To select more than one grade, either hold the [Ctrl] key as you select individual grades; or select the first grade you want to select and then hold the [Shift] key as you select the last grade on the list. You can also request a single report for an individual student using the SSID.

Please note the following about the download:

- Files may be very large and take time to process depending on the number of students at the school and grade(s) selected.
- For the best performance, make sure that only one user is downloading files for your school at a time, and that you allow time for the file to finish processing and downloading before submitting a request for the next grade(s). Follow the instructions for that report type located on the screen.
Initial ELPAC Export Student Score Data

This report allows the user to export student score data for the current enrolled LEA.

a. Select your organization using the Organization link.

b. Select the [REQUEST NEW REPORT] button to generate a new report.

c. Return here after you have received an email notification that your report is ready.

d. Input the organization name then select the [DOWNLOAD REPORT] button to download a .csv file that shows the score reports for students in the selected LEA.

Note: Files may be very large and take time to process depending on the size of your LEA’s student demographic snapshot. For the best performance, make sure to allow time for the download to complete before submitting another request.

Important: If you are requesting a new report by selecting [REQUEST NEW REPORT], you will receive an email notification when it is ready for download.
6 Initial ELPAC Student Score Report Print Status

This report provides the print status of the SSR for those students with locked scores in the selected organization. This report is used to identify when the SSR has or has not been printed by the LEA.

7 Initial ELPAC LEA-Level Student Demographic Snapshot Report

This report contains a unique demographic record for each student in the selected school. Student records are populated once scores are locked in the Local Scoring Tool.

a. Select your organization using the Organization link.

b. Select the [REQUEST NEW REPORT] button to generate a new report.

c. Return here after you have received an email notification that your report is ready.

d. Input the organization name then select the [DOWNLOAD REPORT] button to download a .csv file that shows the score reports for students in the selected LEA.
8 Initial ELPAC School-Level Student Demographic Snapshot Report

This report contains a unique demographic record for each student in the selected school. Student records are populated once scores are locked in the LST.