

---

**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Tuesday, November 12, 2019 7:40 AM  
**To:**  
**Subject:** Reminder: RSVP for Initial ELPAC



Dear LEA ELPAC Coordinator:

**This local educational agency (LEA) has been identified by the California Department of Education (CDE) as one of the LEAs participating in the Rotating Score Validation Process (RSVP) for the Initial ELPAC.**

As part of the 10 percent of LEAs annually identified by the CDE to participate in the RSVP, **scannable** initial ELPAC test materials administered between July 1 and October 31, 2019, are to be returned to Educational Testing Service (ETS). The following are important reminders for returning Answer Books to ETS:

- RSVP LEA participants are to use **scannable Answer Books** ordered for the 2019–20 administration **ONLY**. Do not use Answer Books from the 2018–19 Initial ELPAC administration. The return of the 2019–20 Initial ELPAC **scannable** Answer Books for scoring is crucial in collecting item statistics and preparing the LEA's Score Comparison Report.
- Tests administered from July 1 through October 31, 2019, that have locked scores in the Local Scoring Tool (LST) are to be returned to ETS according to the schedule in the Materials Return Dates table:

<b>Initial ELPAC Administration Dates</b>	<b>Requested Pickup Date</b>
July 1 to August 2, 2019	September 13, 2019
August 5 to September 6, 2019	October 11, 2019
September 9 to October 4, 2019	November 15, 2019
October 7 to October 31, 2019	December 13, 2019

- Pre-identification (Pre-ID) labels and Group Identification Sheets are generated monthly based on when the student scores are locked in the LST.
- Prior to sending the Answer Books to ETS for scoring, ensure that the appropriate Pre-ID label for the student has been attached. Do not send Answer Books without a Pre-ID label or the student's demographic information marked completely.

- **Reminder: Photocopy score sheets on the back page of Answer Book before preparing the Answer Books for shipment to ETS. Keep the copies for reference when the Initial ELPAC Score Comparison Reports are received.**
- The *Return Instructions and Test Materials Handling for the LEAs Identified as Part of the RSVP* are available starting on page 29 of the [Initial ELPAC Test Administration Manual](#) on the [ELPAC website](#).

The Score Comparison Report is available in the Test Operations Management System (TOMS) on November 15, December 16, and January 31. When the Score Comparison Report becomes available, the primary LEA ELPAC coordinator will receive a system-generated email with a subject line of “Initial ELPAC Score Comparison Report Is Now Available.” Instructions on how to download and read the report is available in [The Guide to the 2019–20 Initial ELPAC Score Comparison Report](#) on the [ELPAC website](#).

Any questions about the RSVP process or how to return ELPAC materials can be directed to California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Email: [caltac@ets.org](mailto:caltac@ets.org)

Website: <https://www.elpac.org/>