

---

**From:** CalTAC <CalTAC@info.ets.org>  
**Sent:** Monday, February 11, 2019 10:27 AM  
**To:**  
**Subject:** California Assessment Systems Electronic Reporting Credentialing Process Available



*Measuring the Power of Learning.™*

Dear LEA CAASPP Coordinator or LEA ELPAC Coordinator:

CAASPP and ELPAC Student Score Reports (SSRs) can be provided electronically using a locally provided parent or student portal. Local educational agencies (LEAs) that are planning to provide all or some electronic SSRs to parents and guardians using a locally provided parent or student portal must provide those vendors with appropriate credentials (i.e., a User Name and Secret Key).

***Important Note:*** The credentials established apply to **both CAASPP and ELPAC**. LEAs with separate coordinators for CAASPP and ELPAC should agree beforehand which coordinator will generate and provide the credentials securely to the LEA's vendor. If either coordinator regenerates credentials after their initial generation, only the last credentials generated are valid and should be shared securely with the vendor.

See the [How to Generate Credentials for Student Information System Vendors in TOMS](#) and the [How to Regenerate Credentials for SIS Vendors in TOMS](#) quick reference guides for instructions on how to generate or regenerate the User Name and Secret Key.

Coordinators are encouraged to generate credentials now and provide them to the LEA's parent- or student-portal vendor in advance of CAASPP and ELPAC 2018–19 reporting. Historical SSRs for 2015–16, 2016–17, and 2017–18 school years are currently available. These historical SSRs can provide LEA staff with an opportunity to begin communicating with parents and guardians about upcoming electronic 2018–19 SSRs. Results for the electronic 2018–19 SSRs for the Smarter Balanced and California Alternate Assessments for English language arts/literacy and mathematics are available only after students' submitted assessments are scored and the results are reported. Please note that separate electronic SSRs for the California Science Test and the California Spanish Assessment will be released in late fall 2019.

LEA coordinators can direct questions about electronic SSRs to the 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

Fax: 800-541-8455

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

Website: <http://www.caaspp.org/> or <https://www.elpac.org/>

Copyright © 2019 by Educational Testing Service. All rights reserved. ETS, the ETS logo and Measuring the Power of Learning. are registered trademarks of Educational Testing Service (ETS).