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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Friday, October 12, 2018 12:18 PM  
**To:**  
**Subject:** Initial ELPAC RSVP Reminder--Returning Answer Books



Dear LEA ELPAC Coordinator:

Your local educational agency (LEA) has been identified by the California Department of Education as one of the LEAs participating in the [Rotating Score Validation Process](#) (RSVP) for the Initial English Language Proficiency Assessments for California (ELPAC).

The following are important reminders for returning Answer Books to Educational Testing Service (ETS):

- Tests administered from July 1 through October 31, 2018, that have locked scores in the Local Scoring Tool (LST) are to be returned to ETS according to the schedule in the Material Return Dates table in the next section.
- Pre-identification (Pre-ID) labels and Group Identification Sheets (GIS) are generated monthly based on when student scores are locked in the LST. A schedule is provided in the Material Return Dates table in the next section.
- Pre-ID labels are to be attached to the Answer Books prior to shipping to ETS; do not send Answer Books without the Pre-ID label attached. You must confirm that the Pre-ID matches the student name on the Answer Book. Pre-ID labels will be shipped to the LEA automatically based on the schedule in the Material Return Dates table in the next section.
- The Pre-ID labels for scores locked before August 6, 2018, would have arrived at the LEA in late August.

### Material Return Dates

<b>Scores Locked in LST by</b>	<b>Pre-ID and GIS to Arrive at LEA by</b>	<b>Answer Books Are to Be Shipped to ETS by</b>
August 6–September 5, 2018	September 24, 2018	October 15, 2018
September 6–October 7, 2018	October 24, 2018	November 15, 2018
October 8–November 5, 2018	November 27, 2018	December 14, 2018

For additional instructions, refer to the *Initial ELPAC Return Instructions for LEAs Participating in the Rotating Score Validation Process (RSVP)* that was included with your test materials. This document is also available in the Test Operations Management System.

If you have questions about the RSVP process, please contact the California Technical Assistance Center by phone at 844-782-2714 or by email at [ELPAC@ets.org](mailto:ELPAC@ets.org).

Sincerely,

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Educational Testing Service  
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