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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Wednesday, June 6, 2018 3:43 PM  
**To:**  
**Subject:** ELPAC June Monthly Update



Dear LEA ELPAC Coordinator:

This communication contains information that will help you and your local educational agency (LEA) with the administration of the Summative and Initial English Language Proficiency Assessments for California (ELPAC).

### **IMPORTANT! Summative ELPAC Information**

#### ***Summative ELPAC Post-Administration Test Materials Return***

Secure, Scannable Test Materials:

All **secure, scannable test materials** in white return cartons must be returned via UPS using the return label affixed to the white return cartons. Only use the provided labels. **An LEA may combine test materials from schools in a single carton, as long as the test materials are properly sorted and banded by school and grade, with the correct Group Identification Sheets on top of each grade.** Directions for returning these materials are provided on page 26 of the online [ELPAC Test Administration Manual](#).

**To receive scores for the 2017–18 Summative ELPAC, your LEA must order a pickup by June 15, 2018.** Test materials may be returned at any time after the assessment is completed and do not have to be held until the final pickup date. **Materials that are not part of the June 15 order will not be scored.**

Secure, Nonscannable Test Materials:

All secure, nonscannable test materials should be returned to Educational Testing Service by June 30, 2018. Directions for returning these materials are provided on page 26 of the online [ELPAC Test Administration Manual](#).

### **Initial ELPAC Information**

#### ***Initial ELPAC Materials Orders***

The Special Test Versions (braille and large print) and Supplemental Order Window is now open. A list of materials order windows can be found on the [Initial ELPAC](#)

[Test Administration](#) Web page. If you placed an Initial ELPAC order during the primary test materials order window and have not received your materials, contact the ELPAC Customer Support Center (CSC) by phone at 844-782-2714 or by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org).

### **Initial ELPAC Makeup Trainings in August**

The Initial ELPAC testing window opens on July 1, 2018. For new LEA ELPAC Coordinators and trainers, there will be three, two-day Initial ELPAC Administration and Scoring Makeup Trainings held statewide. More information is posted on the [Initial ELPAC Administration and Scoring Trainings](#) Web page.

### **General ELPAC Information and Reminders**

- ***Purchase Order Submittal***
  - If your LEA has not submitted its purchase order for your pre-identification labels order, please submit your purchase order as soon as possible to the ELPAC CSC by fax at 800-541-8455 or by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org).
  
- ***Educator Opportunities for Item Writer Training***
  - Information regarding 2018–19 ELPAC educator opportunities, including the application to participate in Item Writing Training as well as Writing and Speaking Range Finding Meetings, is posted on the [ELPAC Event Opportunities](#) Web page.
  - The deadline to apply to be involved in Item Writer Training is July 6, 2018, so fill out your application soon! Please apply even if you have applied to be an item writer in a previous year, because a new application is required every year.
  - Your participation plays a significant role in the continued development of the ELPAC and provides you with an excellent opportunity to network with other California educators.
  
- The [ELPAC Frequently Asked Questions \(FAQ\)](#) Web page on ELPAC.org has been updated and is a resource for answers to the most frequently asked questions.

General questions about the ELPAC should be directed to the ELPAC CSC by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

Sincerely,  
ELPAC Project Team  
Educational Testing Service  
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