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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Monday, June 3, 2019 1:41 PM  
**To:**  
**Subject:** ELPAC: Reminder to Submit Purchase Orders



Dear LEA ELPAC Coordinator:

If you have not already submitted a purchase order (P.O.) for fee-based services provided by Educational Testing Service (ETS) related to the current administration of the Summative English Language Proficiency Assessments for California (ELPAC), please do so as soon as possible. In order for ETS to invoice for optional services by the end of the fiscal year, the California Technical Assistance Center (CalTAC) must have a P.O. on file by **June 14, 2019**, for local educational agencies (LEAs) that have used any of the following services during the current ELPAC administration:

- Round 1 pre-identification (Pre-ID) labels—\$0.38 per student
- Round 2 Pre-ID labels—\$0.44 per student
- Pre-ID label reprints:
  - Round 1—\$0.63 per student
  - Round 2—\$0.69 per student
- Paper Student Score Reports (SSRs) (if selected):
  - \$1.48 per SSR set, no envelope
  - \$2.00 per SSR set, with the paper SSRs in an envelope
- Late Answer Books (received after June 21, 2019)
  - Setup charge for scoring—Call CalTAC
  - Answer Book processing—Call CalTAC
- Data correction of SSRs—Call CalTAC

Please submit any applicable P.O. to CalTAC by fax at 800-541-8455 or by email at [caltac@ets.org](mailto:caltac@ets.org). It is not necessary to mail a hard copy.

You can direct questions about P.O. submittal to CalTAC 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: <https://www.elpac.org/>