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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Wednesday, March 21, 2018 10:44 AM  
**To:**  
**Subject:** ELPAC--Required Forms for 2018-19 Initial and Summative ELPAC Administration



**The Superintendent Designation of LEA ELPAC Coordinator form, the Test Security Agreement, and the Test Security Affidavit for the 2018–19 ELPAC administration are now available.**

March 21, 2018

Dear LEA Superintendent:

Each local educational agency (LEA) is required to designate an LEA ELPAC Coordinator for the English Language Proficiency Assessments for California (ELPAC) from among LEA employees **by April 30, 2018**. This task is the responsibility of the LEA superintendent or direct funded charter school administrator (hereafter referred to as the “LEA superintendent”). The person designated as the LEA ELPAC Coordinator is responsible for handling administrative and security responsibilities for all components of the ELPAC. The LEA ELPAC Coordinator is required to carry out the responsibilities through June 30, 2019.

The [2018–19 Superintendent Designation of LEA ELPAC Coordinator](#) form for designating the LEA ELPAC Coordinator is now available. Educational Testing Service (ETS) **must receive** the signed [designation form](#) from the LEA superintendent, a signed [2018–2019 Test Security Agreement for LEA ELPAC Coordinator and Site ELPAC Coordinator](#) and a signed [Test Security Affidavit](#) from the LEA ELPAC Coordinator to be able to grant the LEA ELPAC Coordinator access to the Test Operations Management System (TOMS). TOMS is the online system that LEA ELPAC Coordinators will use to manage all aspects of ELPAC testing, including assigning user roles.

The LEA ELPAC Coordinator e-mail address requested on the Superintendent Designation of LEA ELPAC Coordinator form will be used for all communications related to the ELPAC by both ETS and the California Department of Education. Therefore, if an e-mail address changes, please immediately notify ETS. Submit a new designation form for any change in coordinator contact information. The ELPAC Customer Support Center can be contacted by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844–782–2714.

Thank you for your attention to these important matters. If you have any questions, please contact the ELPAC Customer Support Center by e-mail at [ELPAC@ets.org](mailto:ELPAC@ets.org) or by phone at 844-782-2714.

Sincerely,

ELPAC Customer Support Center

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