
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Wednesday, May 30, 2018 3:31 PM
To:
Subject: Summative ELPAC Post-Administration Test Materials Return



Dear LEA ELPAC Coordinator:

The following information will assist you with the process for returning test materials for the Summative English Language Proficiency Assessments for California (ELPAC) administration:

- Pre-ID labels are to be placed on the Answer Book in the “Place Student Barcode Label Here” box; no other label should be placed on the Answer Book. Specific directions are located on page 9 in the “After Testing” subsection of the [Summative ELPAC Test Administration Manual](#).
- All secure, scannable test materials must be returned in the white return cartons via UPS using the return label affixed to the white return carton. Only use the provided labels.
- An LEA may combine test materials from schools in a single carton, as long as the materials are properly sorted and banded by school and grade with the correct Group Identification Sheets on top of each grade’s stack.
- To receive scores for the 2017–18 Summative ELPAC, 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 of June 15, 2018. **Requests for pickup placed after June 15, 2018, will not be processed; therefore, it is critical that you return your materials on time.**
- Please keep a record of the confirmation code for your return materials pickup request.

If you need additional white and/or brown return cartons or UPS labels, or you have questions about how to return ELPAC materials, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by e-mail at ELPAC@ets.org.

Sincerely,

ELPAC Project Team
Educational Testing Service
Phone: 844-782-2714

E-mail: ELPAC@ets.org

Web site: <http://www.elpac.org>