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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Tuesday, June 4, 2019 12:00 PM  
**To:**  
**Subject:** Reminder! Summative ELPAC Post-administration Scannable Test Materials Returns



Dear LEA ELPAC Coordinator:

This email is an important reminder to your local educational agency (LEA). You are receiving this email because your LEA ELPAC Internal Recipient has 2018–19 Summative English Language Proficiency Assessments for California (ELPAC) scannable materials showing as not having been received.

The Summative ELPAC administration window closed on May 31, 2019. If you have not yet sent in your Answer Books to ETS for scoring, please be aware that LEAs **must request materials to be picked up by United Parcel Service (UPS) by June 14, 2019 or they will not be scored.** To ensure test materials arrive in time for scoring, consider this date when planning to return test materials, and allow enough time to account for shipping so that test materials arrive at ETS no later than June 21, 2019. **Any Answer Books received by ETS after June 21, 2019, may not be processed.** This will result in students not receiving score reports, potential excessive materials charges, and impact to participation rates for accountability. Therefore, it is critical that the materials be returned on time.

Note the following about the ELPAC materials return process:

- All secure, scannable test materials must be returned in the white return cartons.
- For the 2018–19 administration, each LEA must create its own UPS return labels.
- Packing and shipping errors could delay the processing of test materials and receipt of ELPAC Student Score Reports.
- Damaged test materials, scanning and resolution issues may delay scoring.
- The [2018–19 Summative ELPAC Packing and Return Instructions](#) available on [elpac.org](http://elpac.org) provide details on returning test materials.
- Store test materials awaiting pick up in a secure and protected location.

General questions about the ELPAC or questions about how to return ELPAC materials should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

Educational Testing Service

Phone: 800-955-2954

Email: [caltac@ets.org](mailto:caltac@ets.org)

Website: <https://www.elpac.org/>