
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Thursday, January 17, 2019 9:31 AM
To:
Subject: Summative ELPAC Supplemental Materials Order Window



Dear LEA ELPAC Coordinator:

The 2018–19 English Language Proficiency Assessments for California (ELPAC) Summative Assessment administration window is scheduled for February 1 through May 31, 2019. Have you ordered your test materials or do you need additional test materials?

The Summative ELPAC Supplemental Test Materials Ordering Window begins on Monday, January 21, 2019. For guidance on how to order supplemental test materials in the Test Operations Management System (TOMS), refer to the [TOMS Supplemental Materials Instructions Quick Start Guide](#).

- **Supplemental Materials: January 21–May 14, 2019**
(Materials to arrive 10–14 business days after order has been placed)

Please check that your shipping address in TOMS is correct ***prior to ordering*** to ensure that your materials are delivered to the appropriate location. Shipping addresses must be a physical location, such as a warehouse or an office building and cannot be a post office box.

LEAs that do not currently have English learner (EL) students enrolled do not need to place a test materials order. However, staff should continue to monitor California Longitudinal Pupil Achievement Data System enrollment for any newly enrolled EL students and should place a supplemental test materials order for those students.

General questions about ELPAC should be directed to CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

Websites: <http://www.caaspp.org/> and <https://www.elpac.org/>