

---

**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Thursday, October 17, 2019 10:05 AM  
**To:**  
**Subject:** Action Required! 2019-20 Initial ELPAC Materials Order and Training



Dear LEA ELPAC Coordinator:

The Initial English Language Proficiency Assessments for California (ELPAC) administration window is underway for the 2019–20 school year. Records show the following:

1. The local educational agency (LEA) has students with an English Language Acquisition Status (ELAS) of To Be Determined (TBD) in the California Longitudinal Pupil Achievement Data System, which feeds into the Test Operations Management System (TOMS); however, the LEA has not placed an order for an Initial ELPAC test materials.

Pursuant to *California Code of Regulations*, Title 5, Section 11518.5(d), the LEA is required to administer the Initial ELPAC to newly enrolled students whose primary language is not English, within 30 calendar days of enrollment. Place an order online by logging on to TOMS or by calling the California Technical Assistance Center (CalTAC) at 800-955-2954. Please disregard this reminder if an order for Initial ELPAC test materials has been placed within the last seven calendar days.

2. The LEA did not attend a state-sponsored or regional training.

The statewide 2019–20 Initial ELPAC Administration and Scoring Trainings concluded on August 16, 2019. This training is required for staff who administer the Initial ELPAC, including those who attended a previous year's training. If the LEA obtained the required training through another method, please indicate that the required training was received by completing the [2019–20 Initial ELPAC Training Survey](#).

Questions regarding the 2019–20 Initial ELPAC materials order or Administration and Scoring Training should be directed 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/>