Dear LEA ELPAC Coordinator:

The 2019–20 Summative English Language Proficiency Assessments for California (ELPAC) test administration window is scheduled for February 1 through May 31, 2020. The Summative ELPAC Primary Test Materials Ordering Window is open on November 1, 2019. While the ELPAC is a computer-based assessment, students in kindergarten through grade two will take the Writing domain using paper-pencil testing forms.

Please note that if the local educational agency (LEA) does not place an order during the Primary Materials Ordering Window, the next opportunity to order Summative ELPAC materials for the 2019–20 administration will be **January 15, 2020. Those materials ordered through the supplemental window will be at the LEA level, not individual sites.**

What follows are the materials ordering windows for the ELPAC:

- **Primary Materials:** November 1–December 20, 2019
- **Supplemental Materials:** January 15–May 15, 2020

Test Materials Ordering Information

Only students in kindergarten through grade two with an English Language Acquisition Status (ELAS) of English learner (EL) in the California Longitudinal Pupil Achievement Data System (CALPADS) are included as part of the enrollment counts within the Test Operations Management System (TOMS). The following additional points provide guidance on ordering the correct amount of materials based on enrollment counts for students in kindergarten through grade two, as well as confirming the correct delivery address for your materials.

1. Make sure to upload the new ELAS records into CALPADS as soon as possible for those students who were administered the Initial ELPAC to ensure that numbers are accurate in TOMS.

2. LEAs should always check the enrollment counts in TOMS for students in kindergarten through grade two for accuracy. If discrepancies exist, LEAs need to update CALPADS records and then wait 48 hours to rerun the order

counts in TOMS. If discrepancies continue, LEAs should verify that student exit dates are accurate. Because the CALPADS file is cumulative, the condition for exiting a student requires that the enrollment effective date in the exit file matches the enrollment start date received for that student in the active student file from CALPADS. If the dates do not match, TOMS does not exit the student.

3. Check that the LEA's shipping address in TOMS is correct *prior to ordering* to ensure that ELPAC 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.

Summative ELPAC Pre-Identification Labels

Pre-identification (Pre-ID) is the process of electronically identifying students through a barcoded label rather than filling in student demographic information on the Answer Book. Starting with the 2019–20 administration, Pre-ID labels will be provided for students in kindergarten through grade two for their Summative ELPAC Writing domain Answer Books at **no cost**. LEAs do not need to request or order these Pre-ID labels; they will be sent to the LEAs to return paper-scorable materials. There will be two production dates for Pre-ID labels: January 17, 2020 and March 13, 2020 (new students not included in the first Pre-ID order only). LEAs can expect to receive the Pre-ID labels created on January 17 by February 3 and those created on March 13 by March 30. Students enrolled after those dates will need to have their student demographic information bubbled in completely, as shown in the Test Examiner's Manual.

Questions regarding the 2019–20 Summative ELPAC materials ordering for students in kindergarten through grade two should be directed to the California Technical Assistance Center (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
Website: https://www.elpac.org/