
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Tuesday, March 12, 2019 12:21 PM
To:
Subject: ELPAC--Designation Form Must Be Submitted by April 1



Dear LEA ELPAC Coordinator:

On February 4, 2019, you received an automated email from elpac@ets.org with information about the new and improved process for completing the superintendent's designation of the local educational agency (LEA) English Language Proficiency Assessments for California (ELPAC) coordinators.

We strongly recommend that you reach out to your superintendent as soon as possible to assist him or her through the designation process in the Test Operations Management Systems (TOMS) to ensure access to TOMS.

Because ELPAC security forms are now submitted in TOMS, this new and improved process ensures users have completed any necessary forms and eliminates the need for you to track completion of paper forms locally.

This functionality is being released according to the following schedule:

February 2019—ELPAC TOMS sent an automated email to superintendents on February 11, 2019, granting them access to ELPAC TOMS so they could designate the LEA ELPAC coordinator for the upcoming 2019–20 administration. Designated coordinators should have received an email from TOMS alerting them to their role, along with instructions on how to create or renew their ELPAC TOMS user account. They would have been prompted to complete their security agreement and affidavit for ELPAC upon logon.

July 2019—ELPAC will roll over to the 2019?20 administration with the availability of the 2019?20 Initial ELPAC.

As coordinators establish additional TOMS users, these users will receive an automated email with instructions for setting up their own TOMS account. They will be prompted to complete their security agreement, affidavit, or both, for the appropriate assessment upon logon to the ELPAC or CAASPP system.

Questions regarding the new process for designating a coordinator should be directed to the California Technical Assistance Center 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/>