Dear LEA ELPAC Coordinator:

This local educational agency (LEA) has been identified by the California Department of Education (CDE) as one of the LEAs participating in the Rotating Score Validation Process (RSVP) for the Initial ELPAC.

As part of the 10 percent of LEAs annually identified by the CDE to participate in the RSVP, scannable Initial ELPAC test materials administered between July 1 and October 31, 2019, are to be returned to Educational Testing Service (ETS). The following are important reminders for returning Answer Books to ETS:

- RSVP LEA participants are to use scannable Answer Books ordered for the 2019–20 administration ONLY. Do not use Answer Books from the 2018–19 Initial ELPAC administration. The return of the 2019–20 Initial ELPAC scannable Answer Books for scoring is crucial in collecting item statistics and preparing the LEA’s Score Comparison Report.

- Tests administered from July 1 through October 31, 2019, that have locked scores in the Local Scoring Tool (LST) are to be returned to ETS according to the schedule in the Materials Return Dates table below:

<table>
<thead>
<tr>
<th>Initial ELPAC Administration Dates</th>
<th>Requested Pickup Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 to August 2, 2019</td>
<td>September 13, 2019</td>
</tr>
<tr>
<td>August 5 to September 6, 2019</td>
<td>October 11, 2019</td>
</tr>
<tr>
<td>September 9 to October 4, 2019</td>
<td>November 15, 2019</td>
</tr>
<tr>
<td>October 7 to October 31, 2019</td>
<td>December 13, 2019</td>
</tr>
</tbody>
</table>

- Pre-identification (Pre-ID) labels and Group Identification Sheets are generated monthly based on when the student scores are locked in the LST.

- Prior to sending the Answer Books to ETS for scoring, ensure that the appropriate Pre-ID label for the student has been attached. Do not send Answer Books without a Pre-ID label or the student’s demographic information marked completely.

- Reminder: Photocopy score sheets on the back page of Answer Book before preparing the Answer Books for shipment to ETS. Keep the
copies for reference when the Initial ELPAC Score Comparison Reports are received.

- The Return Instructions and Test Materials Handling for the LEAs Identified as Part of the RSVP are available starting on page 29 of the Initial ELPAC Test Administration Manual on the ELPAC website.

The Score Comparison Report is available in the Test Operations Management System on November 15, December 16, and January 31. When the Score Comparison Report becomes available, the primary LEA ELPAC coordinator will receive a system-generated email with a subject line of “Initial ELPAC Score Comparison Report Is Now Available.” Note that the December and January reports are cumulative, which means they will include previously reported data. It is recommended that the user set a filter on the File Date column to specify display preference. Instructions on how to download and read the report is available in The Guide to the 2019–20 Initial ELPAC Score Comparison Report on the ELPAC website.

Any questions about the RSVP process or how to return ELPAC materials can be directed to 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
Email: caltac@ets.org
Website: https://www.elpac.org/