
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Tuesday, October 8, 2019 12:26 PM
To:
Subject: Reminder: RSVP for Initial ELPAC



Dear LEA ELPAC Coordinator:

Your 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, your **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:

- **IMPORTANT NOTE:** 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 preparation of the 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 in the next section.
- Pre-ID labels (Pre-ID) labels and Group Identification Sheets (GIS) 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 bubbled in completely.
- **Reminder: Photocopy score sheets (back page of Answer Book) before preparing the Answer Books for shipment to ETS and keep for reference when the *Initial ELPAC Score Comparison Reports* are received.**
- The *Initial ELPAC Return Instructions for LEAs Participating in the Rotating Score Validation Process* instructions are available starting on page 29 of the [Initial ELPAC Test Administration Manual](#) on the [ELPAC website](#).

Table 5. Schedule for Return of Scannable Test Materials for the Initial ELPAC

Initial ELPAC Administration Date	LEA Request a Pickup Schedule
July 1 to August 2, 2019	September 13, 2019
August 5 to September 6, 2019	October 11, 2019
September 9 to October 4, 2019	November 15, 2019
October 7 to October 31, 2019	December 13, 2019

Any questions about the RSVP process or how to return ELPAC materials can be directed to California Technical Assistance Center (CaTAC) by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

California Technical Assistance Center
Educational Testing Service
Phone: 800-955-2954
Email: caltac@ets.org
Website: <https://www.elpac.org/>