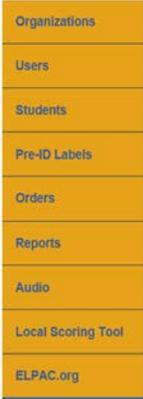
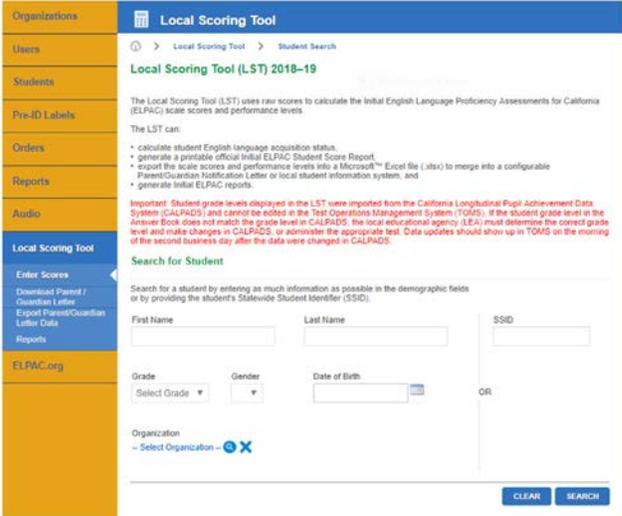
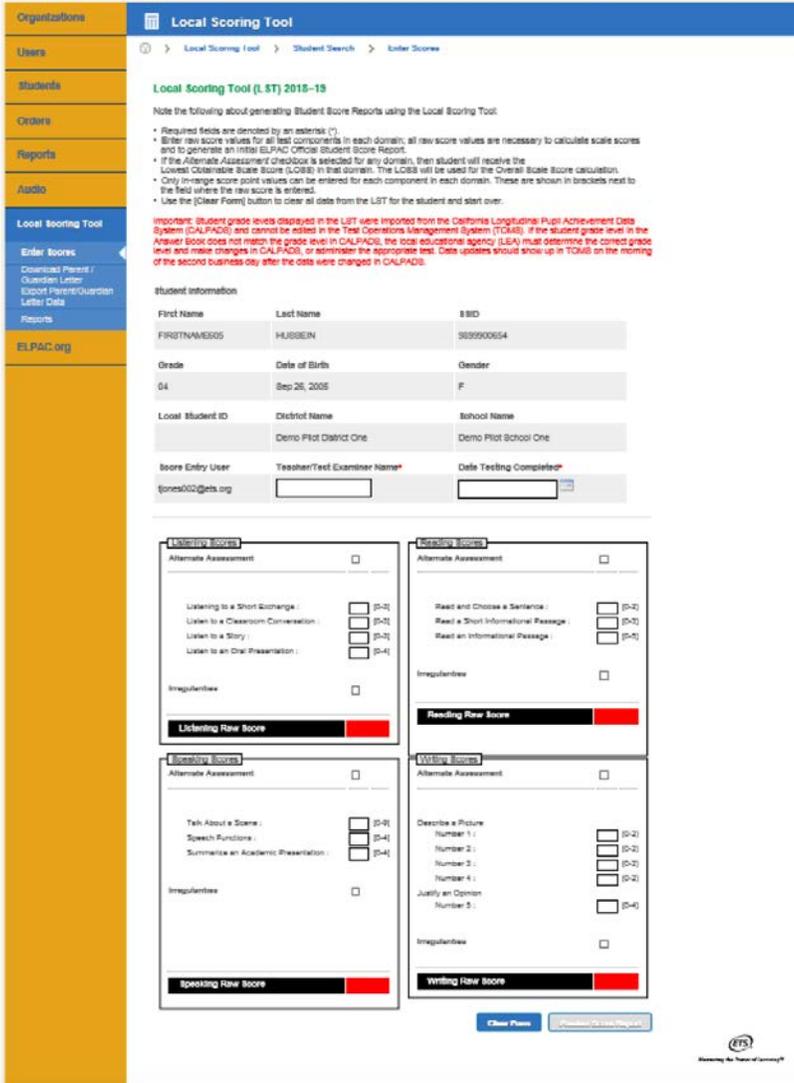


## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

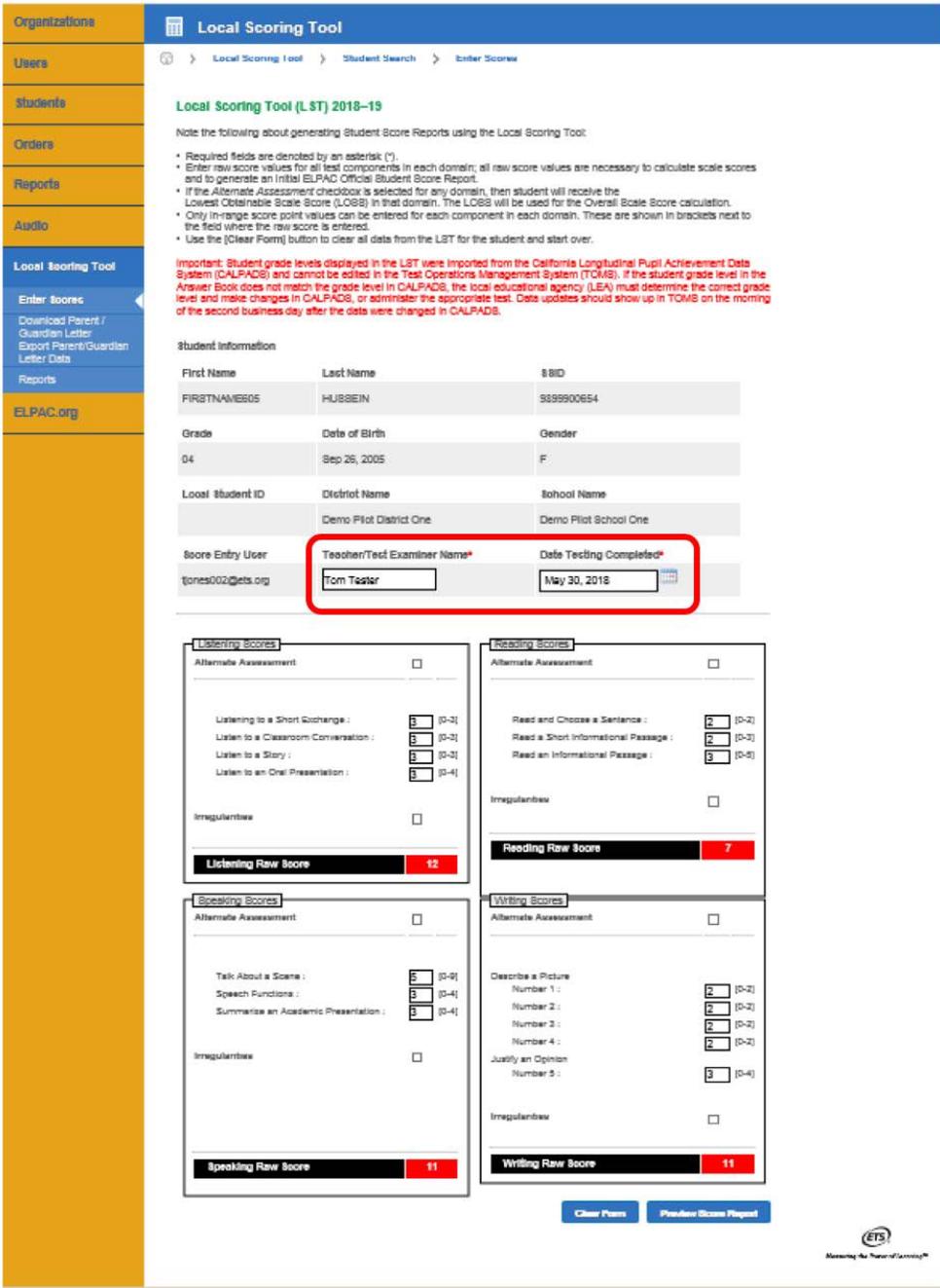
### Student Scores and Student Score Reports

Step	Action
1	<p>Log on to the English Language Proficiency Assessments for California (ELPAC) Test Operations Management System (TOMS) and select the <b>[Local Scoring Tool]</b> button from the left navigation bar.</p> 
2	<p>Locate a student by entering demographic information or by providing the student's Statewide Student Identifier (SSID) and then selecting the <b>[SEARCH]</b> button.</p> <p><b>Note:</b> Every demographic information field is not required to be populated; however, entering as much demographic information as possible makes the search more concise. If a student is not found using the SSID field, the local educational agency (LEA) needs to verify that the student is in the California Longitudinal Pupil Achievement Data System (CALPADS).</p> 

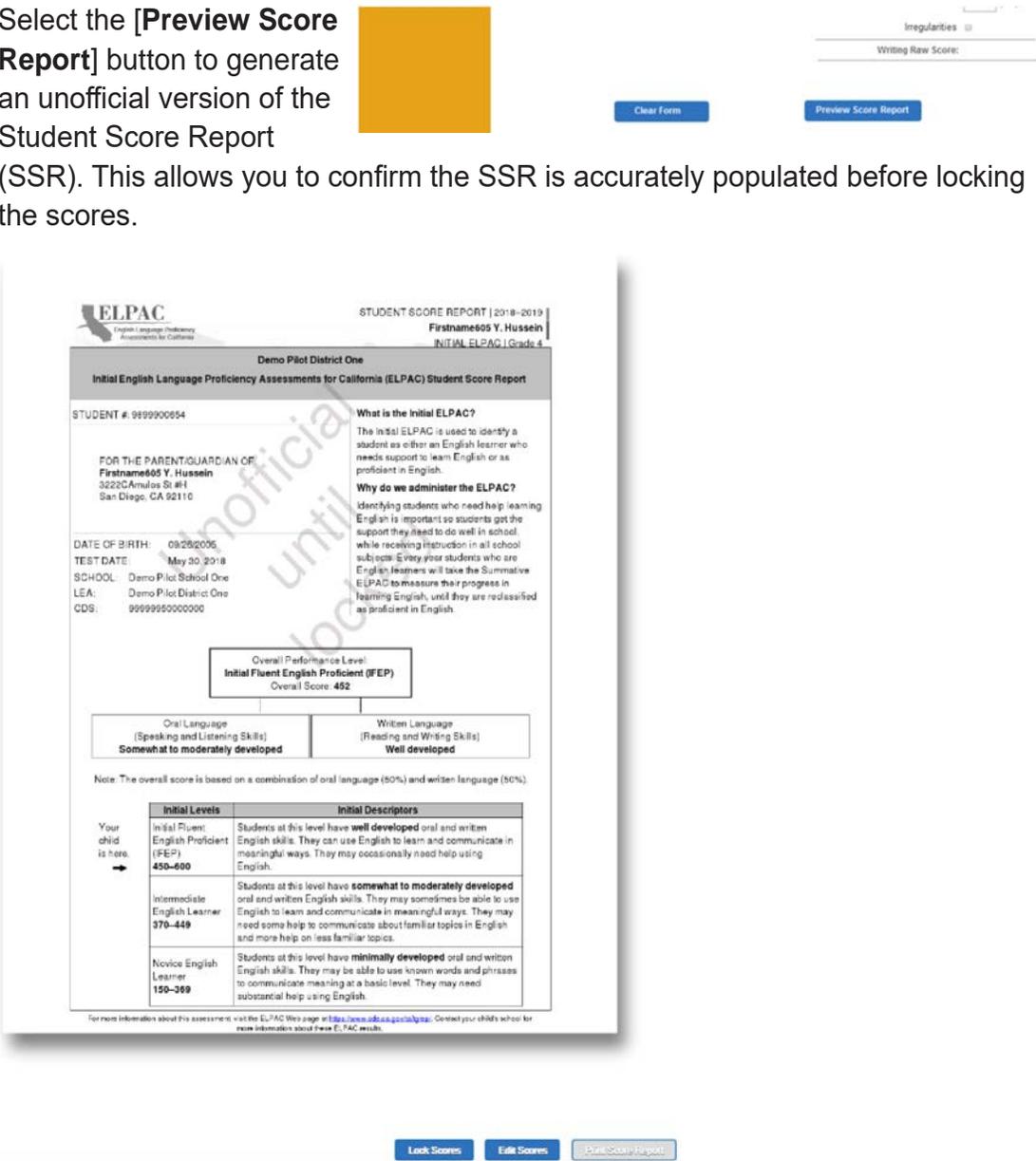
## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

Step	Action																																						
3	<p>Select the <b>[Enter Scores]</b> button to proceed to the screen to enter a student's Initial ELPAC raw scores.</p>  <p>1 student(s) eligible. If zero, verify student demographics. Results Per Page 20</p> <p>Select a button in the Actions column to perform an action. Options include the [Enter Scores] button to enter a student's raw scores and [Print Scores] to print scores once they have been locked.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Name</th> <th>SSID</th> <th>School</th> <th>Grade</th> <th>SSR Printed</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HUSSEIN FIRSTNAME605</td> <td>9899900654</td> <td>Demo Pilot School One (99999999999999)</td> <td>04</td> <td>No</td> <td><b>Enter Scores</b></td> </tr> </tbody> </table> <p>Showing 1 of 1</p>  <p><b>Local Scoring Tool (LST) 2018-19</b></p> <p>Note the following about generating Student Score Reports using the Local Scoring Tool:</p> <ul style="list-style-type: none"> <li>Required fields are denoted by an asterisk (*).</li> <li>Enter raw score values for all test components in each domain; all raw score values are necessary to calculate scale scores and to generate an Initial ELPAC Official Student Score Report.</li> <li>If the Alternate Assessment checkbox is selected for any domain, then student will receive the Lowest Obtainable Scale Score (LOSS) in that domain. The LOSS will be used for the Overall Scale Score calculation.</li> <li>Only in-range score point values can be entered for each component in each domain. These are shown in brackets next to the field where the raw score is entered.</li> <li>Use the [Clear Form] button to clear all data from the LST for the student and start over.</li> </ul> <p><b>Important:</b> Student grade levels displayed in the LST were imported from the California Longitudinal Pupil Achievement Data System (CALPADS) and cannot be edited in the Test Operations Management System (TOMS). If the student grade level in the Answer Book does not match the grade level in CALPADS, the local educational agency (LEA) must determine the correct grade level and make changes in CALPADS, or administer the appropriate test. Data updates should show up in TOMS on the morning of the second business day after the data were changed in CALPADS.</p> <p><b>Student Information</b></p> <table border="1"> <tr> <td>First Name</td> <td>Last Name</td> <td>SSID</td> </tr> <tr> <td>FIRSTNAME605</td> <td>HUSSEIN</td> <td>9899900654</td> </tr> <tr> <td>Grade</td> <td>Date of Birth</td> <td>Gender</td> </tr> <tr> <td>04</td> <td>Sep 26, 2005</td> <td>F</td> </tr> <tr> <td>Local Student ID</td> <td>District Name</td> <td>School Name</td> </tr> <tr> <td></td> <td>Demo Pilot District One</td> <td>Demo Pilot School One</td> </tr> <tr> <td>Score Entry User</td> <td>Teacher/Text Examiner Name*</td> <td>Date Testing Complete*</td> </tr> <tr> <td>jones02@ets.org</td> <td></td> <td></td> </tr> </table> <p><b>Listening Scores</b></p> <p>Alternate Assessment <input type="checkbox"/></p> <p>Listening to a Short Exchange: <input type="checkbox"/> [0-2]</p> <p>Listen to a Classroom Conversation: <input type="checkbox"/> [0-2]</p> <p>Listen to a Story: <input type="checkbox"/> [0-2]</p> <p>Listen to a Oral Presentation: <input type="checkbox"/> [0-4]</p> <p>Irregularities <input type="checkbox"/></p> <p><b>Listening Raw Score</b></p> <p><b>Reading Scores</b></p> <p>Alternate Assessment <input type="checkbox"/></p> <p>Read and Choose a Sentence: <input type="checkbox"/> [0-2]</p> <p>Read a Short Informational Passage: <input type="checkbox"/> [0-2]</p> <p>Read an Informational Passage: <input type="checkbox"/> [0-5]</p> <p>Irregularities <input type="checkbox"/></p> <p><b>Reading Raw Score</b></p> <p><b>Speaking Scores</b></p> <p>Alternate Assessment <input type="checkbox"/></p> <p>Talk About a Scene: <input type="checkbox"/> [0-3]</p> <p>Speech Functions: <input type="checkbox"/> [0-4]</p> <p>Summarize an Academic Presentation: <input type="checkbox"/> [0-4]</p> <p>Irregularities <input type="checkbox"/></p> <p><b>Speaking Raw Score</b></p> <p><b>Writing Scores</b></p> <p>Alternate Assessment <input type="checkbox"/></p> <p>Describe a Picture Number 1: <input type="checkbox"/> [0-2] Number 2: <input type="checkbox"/> [0-2] Number 3: <input type="checkbox"/> [0-2] Number 4: <input type="checkbox"/> [0-2] Justify an Opinion Number 5: <input type="checkbox"/> [0-4]</p> <p>Irregularities <input type="checkbox"/></p> <p><b>Writing Raw Score</b></p> <p><b>Clear Form</b> <b>Generate Student Report</b></p> <p>ETS Measuring the Future of Learning®</p>	#	Name	SSID	School	Grade	SSR Printed	Actions	1	HUSSEIN FIRSTNAME605	9899900654	Demo Pilot School One (99999999999999)	04	No	<b>Enter Scores</b>	First Name	Last Name	SSID	FIRSTNAME605	HUSSEIN	9899900654	Grade	Date of Birth	Gender	04	Sep 26, 2005	F	Local Student ID	District Name	School Name		Demo Pilot District One	Demo Pilot School One	Score Entry User	Teacher/Text Examiner Name*	Date Testing Complete*	jones02@ets.org		
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jones02@ets.org																																							

## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

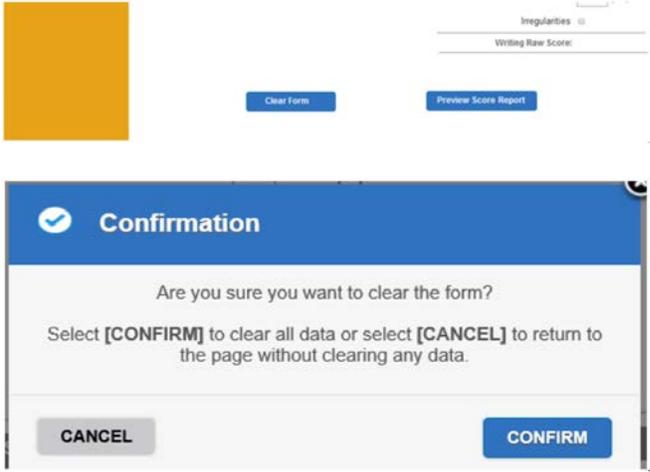
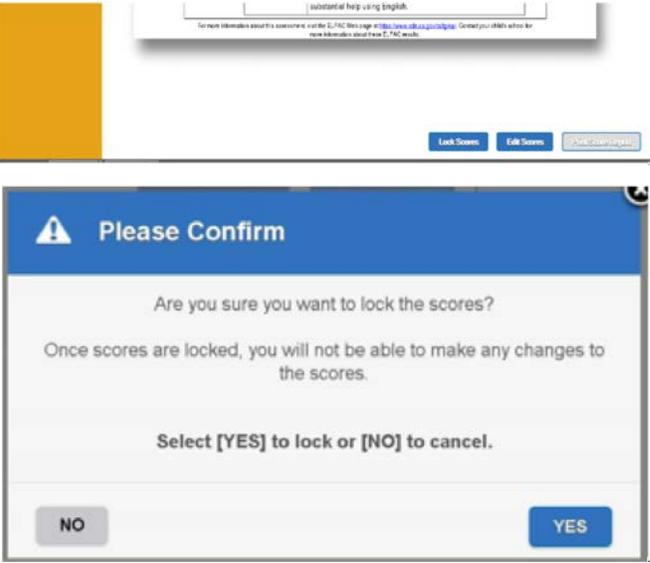
Step	Action
4	<p>Enter the *required information (<b>Teacher/Test Examiner Name*</b> and <b>Date Testing Completed*</b>) and the Initial ELPAC raw scores for each domain found on the back cover of the student's Answer Book.</p>  <p>The screenshot shows the 'Local Scoring Tool' interface. On the left is a navigation menu with options like 'Enter Scores', 'Download Parent/Guardian Letter', and 'Reports'. The main area displays 'Student Information' with fields for First Name, Last Name, SSID, Grade, Date of Birth, Gender, Local Student ID, District Name, and School Name. Below this is the 'Score Entry User' section, where 'Teacher/Test Examiner Name*' is filled with 'Tom Teater' and 'Date Testing Completed*' is filled with 'May 30, 2018'. At the bottom, there are four score entry panels for Listening, Reading, Speaking, and Writing, each with sub-sections for 'Alternate Assessment' and 'Irregularities', and a 'Raw Score' field at the bottom. The Listening Raw Score is 12, Reading Raw Score is 7, Speaking Raw Score is 11, and Writing Raw Score is 11. Buttons for 'Clear Form' and 'Proceed to Score Report' are visible at the bottom right.</p>

## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

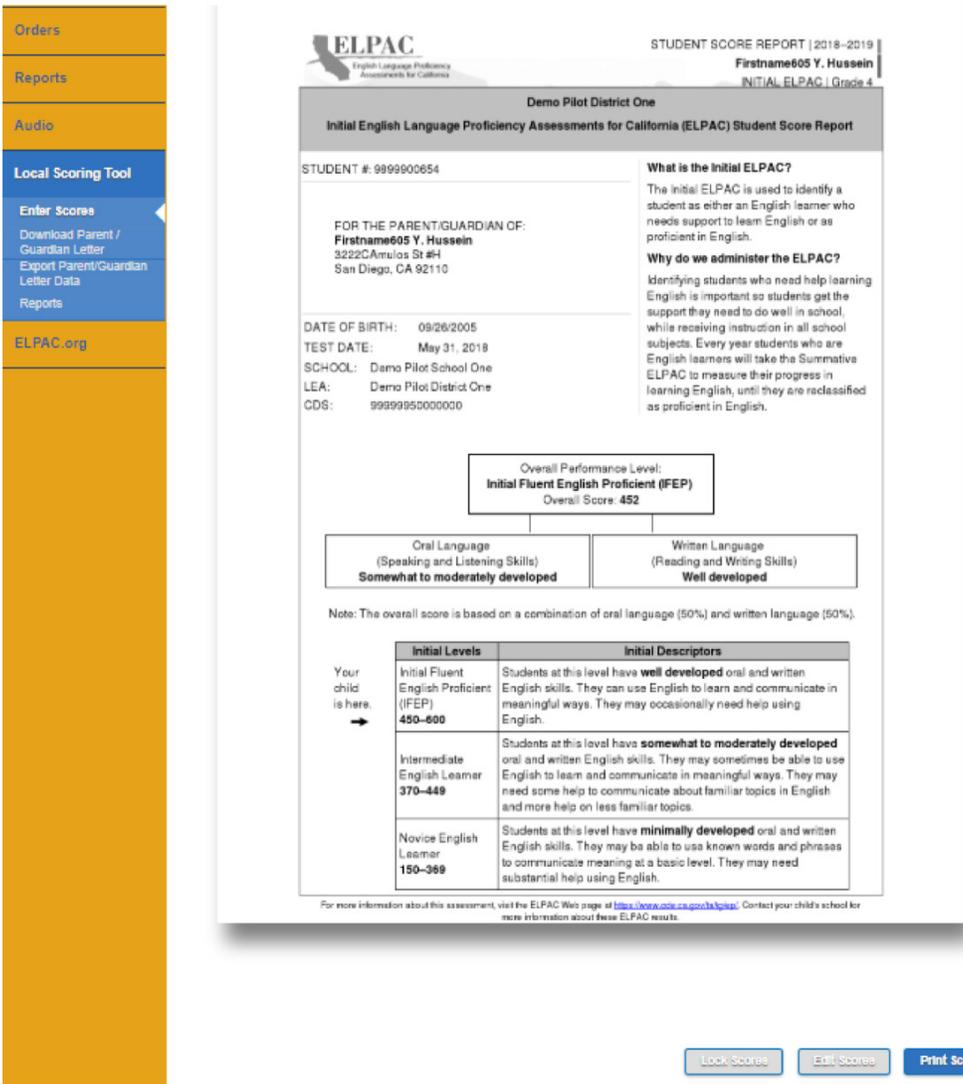
Step	Action
5	<p>Create the SSR.</p> <p>a. Select the [Preview Score Report] button to generate an unofficial version of the Student Score Report (SSR). This allows you to confirm the SSR is accurately populated before locking the scores.</p> <div data-bbox="354 562 1445 1785">  <p>The screenshot shows the ELPAC Student Score Report (SSR) interface. At the top, there is a header with the ELPAC logo and the text 'STUDENT SCORE REPORT   2018-2019   Firstname605 Y. Hussein   INITIAL ELPAC I Grade 4'. Below this, there is a section for 'Demo Pilot District One' and 'Initial English Language Proficiency Assessments for California (ELPAC) Student Score Report'. The report includes student information: STUDENT #: 9999900054, FOR THE PARENT/GUARDIAN OF Firstname605 Y. Hussein, 3222 Amulas St #H, San Diego, CA 92110, DATE OF BIRTH: 08/26/2005, TEST DATE: May 30, 2018, SCHOOL: Demo Pilot School One, LEA: Demo Pilot District One, CDS: 99999950000000. The overall performance level is 'Initial Fluent English Proficient (IFEP)' with an overall score of 452. The oral language skills are 'Somewhat to moderately developed' and the written language skills are 'Well developed'. A table of initial levels and descriptors is provided, with the student's score of 450-600 corresponding to the 'Initial Fluent English Proficient (IFEP)' level. The table has columns for 'Initial Levels' and 'Initial Descriptors'. The 'Initial Levels' column lists 'Initial Fluent English Proficient (IFEP) 450-600', 'Intermediate English Learner 370-449', and 'Novice English Learner 150-369'. The 'Initial Descriptors' column provides detailed descriptions for each level. At the bottom of the screenshot, there are buttons for 'Lock Scores', 'Edit Scores', and 'Print Score Report'.</p> </div>

**Important Note:** The scores are unofficial until they are locked. **Once the scores are locked, they cannot be edited.** Locked scores are official scores that will be on the SSR and used in the Student Data file.

## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

Step	Action
	<p>b. In the event the SSR is inaccurate and needs to be changed, select the [<b>Clear Form</b>] button and then the [<b>CONFIRM</b>] button to clear <b>all</b> entered data.</p> 
6	<p>Review the SSR for accuracy and, once confirmed, lock the scores by selecting the [<b>Lock Scores</b>] button.</p> <p><b>Reminder Note:</b> The scores are unofficial until they are locked. Once the scores are locked, they cannot be edited by the user.</p> <p>Select [<b>YES</b>] to confirm that you want to lock the scores.</p> 

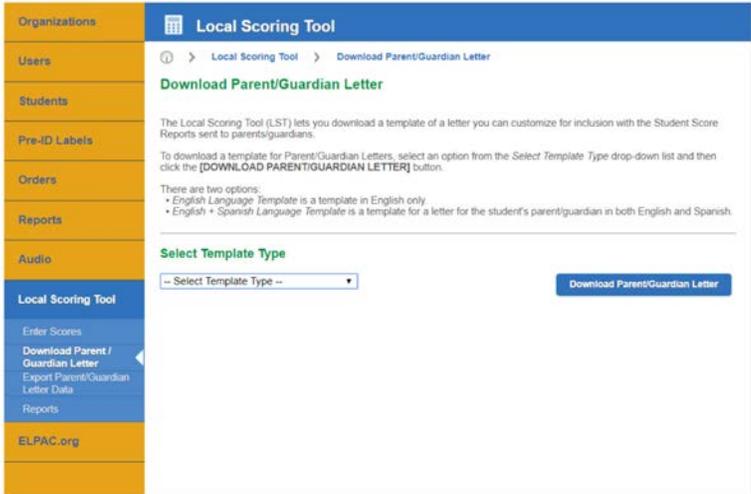
## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

Step	Action
<p>7</p>	<p>Once the scores are locked, the <b>[Print Score Report]</b> button will allow you the option to print the SSR.</p> <p><b>Note:</b> This action describes how to print a single SSR. LEAs may select the <b>[Reports]</b> button on the menu on the left navigation bar within the <b>[Local Scoring Tool]</b> button to print multiple SSRs at once.</p> <div data-bbox="310 753 1273 1837" style="border: 1px solid #ccc; padding: 10px;">  <p>The screenshot shows the ELPAC Local Scoring Tool interface. On the left is a navigation menu with options: Orders, Reports, Audio, Local Scoring Tool (selected), Enter Scores, Download Parent/Guardian Letter, Export Parent/Guardian Letter Data, Reports, and ELPAC.org. The main content area displays a 'STUDENT SCORE REPORT   2018-2019' for 'Firstname605 Y. Hussein' in 'INITIAL ELPAC   Grade 4'. The report includes student information (ID: 9999900654), parent/guardian information (Firstname605 Y. Hussein, 3222C Amulos St #4, San Diego, CA 92110), and test details (Date of Birth: 09/26/2005, Test Date: May 31, 2018, School: Demo Pilot School One, LEA: Demo Pilot District One, CDS: 9999995000000). The overall performance level is 'Initial Fluent English Proficient (IFEP)' with an overall score of 452. This score is broken down into 'Oral Language (Speaking and Listening Skills): Somewhat to moderately developed' and 'Written Language (Reading and Writing Skills): Well developed'. A table below shows 'Initial Levels' and 'Initial Descriptors' for IFEP (450-600), Intermediate English Learner (370-449), and Novice English Learner (150-369). At the bottom, there are buttons for 'Lock Scores', 'Exit Scores', and 'Print Score Report'.</p> </div>

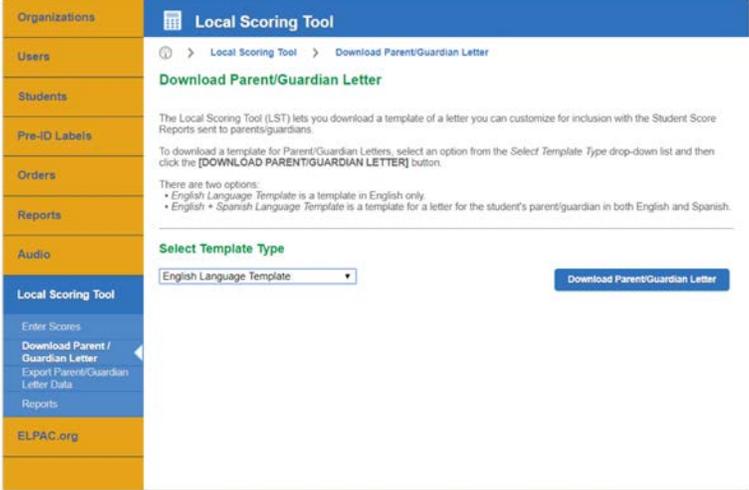
## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

### Download Parent/Guardian Letter

These steps describe how to download a template of a letter to customize for inclusion with the SSR sent to parents/guardians.

Step	Action
1	<p>Select the <b>[Download Parent/Guardian Letter]</b> button within the <b>[Local Scoring Tool]</b> button on the left navigation bar.</p> 

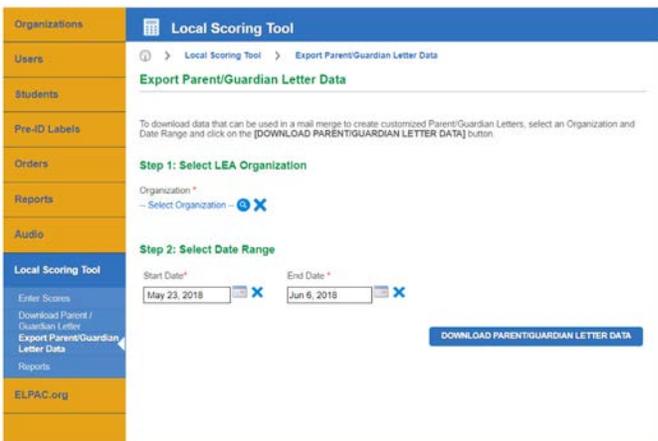
## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

Step	Action																				
<p data-bbox="196 499 220 531">2</p> <p data-bbox="297 499 699 737">The template type is selected by using the <i>Select Template Type</i> drop-down menu and then selecting the [Download Parent/Guardian Letter] button.</p> <p data-bbox="297 1031 686 1146"><b>Note:</b> The next three images present an example of a template in English only.</p>	 <p data-bbox="719 1024 1468 1850"> <b>INITIAL PARENT NOTIFICATION LETTER</b>  <b>Federal Title I or Title III and State Requirements</b>            To the parent(s)/guardian(s) of: &lt;Last_Name&gt;, &lt;First_Name&gt; School: &lt;School_Name&gt; Date: &lt;Test_Completed_Date&gt;            Student ID #: &lt;Student_ID&gt; Date of Birth: &lt;Date_of_Birth&gt; Grade: &lt;Tested_Grade&gt;            Primary Language: &lt;Primary_Language_Name&gt;            Dear Parent(s) or Guardian(s): When your child enrolled in our school, a language other than English was noted on your child's Home Language Survey. The law requires us to assess your child and notify you of your child's proficiency level in English. We are required to inform you of the language acquisition program options from which you may choose the one that best suits your child. This letter also explains the criteria for a student to exit the English learner program. (20 United States Code Section 6312[e][3][A][i],[v],[vi])  <b>Language Assessment Results</b>            (20 U.S.C. Section 6312[e][3][A][ii])           <table border="1" data-bbox="753 1333 1430 1472"> <thead> <tr> <th>Composite Domains</th> <th>English Language Proficiency Assessment (ELPAC) Initial ELPAC Performance Level</th> </tr> </thead> <tbody> <tr> <td>Overall</td> <td>&lt;Overall_Performance_Level&gt; Score: &lt;Overall_Score&gt;</td> </tr> <tr> <td>Oral (Speaking and Listening)</td> <td>&lt;Oral_Level&gt;</td> </tr> <tr> <td>Written (Reading and Writing)</td> <td>&lt;Written_Level&gt;</td> </tr> </tbody> </table>           Based on results of the English language proficiency assessment, your child has been identified as an &lt;Calculated_ELAS&gt; student.  <b>Individualized Education Program (IEP) on file:</b> &lt;IEP_on_FILE&gt;            A description of how your child's program placement will contribute to meeting the objectives of the IEP is attached. (20 U.S.C. Section 6312[e][3][A][vii])  <b>Exit (Reclassification) Criteria</b>            The goal of language acquisition programs is for students to become proficient in English as rapidly as possible and to meet state academic achievement measures. This district's exit (reclassification) criteria are listed below. (20 U.S.C. Section 6312[e][3][A][vi])           <table border="1" data-bbox="773 1675 1411 1814"> <thead> <tr> <th>Required Criteria (California Education Code [EC] Section 313(f))</th> <th>LEA Criteria &lt;Local_Board_Approved_Reclassification_Criteria&gt;</th> </tr> </thead> <tbody> <tr> <td>English Language Proficiency Assessment</td> <td>&lt;Assessment_Criteria&gt;</td> </tr> <tr> <td>Teacher Evaluation</td> <td>&lt;Evaluation_Criteria&gt;</td> </tr> <tr> <td>Parental Opinion and Consultation</td> <td>&lt;Consultation_Criteria&gt;</td> </tr> <tr> <td>Comparison of Performance in Basic Skills</td> <td>&lt;Comparison_Criteria&gt;</td> </tr> <tr> <td></td> <td>Optional: &lt;Other_District_Criteria&gt;</td> </tr> </tbody> </table> </p>	Composite Domains	English Language Proficiency Assessment (ELPAC) Initial ELPAC Performance Level	Overall	<Overall_Performance_Level> Score: <Overall_Score>	Oral (Speaking and Listening)	<Oral_Level>	Written (Reading and Writing)	<Written_Level>	Required Criteria (California Education Code [EC] Section 313(f))	LEA Criteria <Local_Board_Approved_Reclassification_Criteria>	English Language Proficiency Assessment	<Assessment_Criteria>	Teacher Evaluation	<Evaluation_Criteria>	Parental Opinion and Consultation	<Consultation_Criteria>	Comparison of Performance in Basic Skills	<Comparison_Criteria>		Optional: <Other_District_Criteria>
Composite Domains	English Language Proficiency Assessment (ELPAC) Initial ELPAC Performance Level																				
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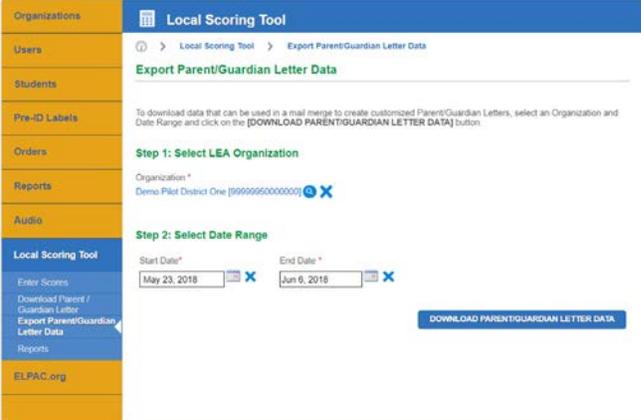
## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

Step	Action
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p><b>Graduation Rate for English Learners</b> (20 U.S.C. Section 6312(e)(3)(A)(vi))</p> <p>[For unified or secondary school districts, the expected rate of graduation for students in this program is &lt;Graduation_Rate&gt;%. District graduation rate displayed on the Graduate Data report, available on the California Department of Education DataQuest Web page at <a href="http://dq.cde.ca.gov/dataquest/">http://dq.cde.ca.gov/dataquest/</a>.</p> <p><b>Language Acquisition Programs</b></p> <p>We are required to provide a Structured English Immersion (SEI) program option. If you choose this option, your child will be placed in a classroom that uses mostly English for instruction. (See the description below.)</p> <p>[LEA customizes the selection below, according to the language program options available]</p> <p>[e.g. Our school(s) also offer a Developmental Bilingual program that you may choose for your child. If you choose this option, your child will be placed in a classroom that uses English and another language for instruction. (See the description below.)]</p> <p><b>Requesting a Language Acquisition Program</b></p> <p>Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (20 U.S.C. Section 6312(e)(3)(A)(vi); EC Section 30(c))</p> <p><b>Description of Program Options and Goals for English Learners</b></p> <p>[LEA customizes the selection below, according to the program options available.]</p> <p>A description of the language acquisition programs provided in the &lt;LEA_Name&gt; are listed below. Please select the program that best suits your child. (20 U.S.C. Section 6312(e)(3)(A)(vi))</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Structured English Immersion (SEI) Program:</b> A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.</li> <li><input type="checkbox"/> <b>Dual-Language Immersion (DLI) Program:</b> Also referred to as <b>Two-Way Immersion</b>. A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in transitional kindergarten/kindergarten (TK/K) and continues through sixth grade.</li> <li><input type="checkbox"/> <b>Transitional Bilingual Program:</b> A language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil's native language for literacy and academic instruction, enabling an English learner to achieve English proficiency and meet state-adopted academic achievement goals. This program begins in TK/K and continues to third grade where students transition to instruction all in English.</li> <li><input type="checkbox"/> <b>Developmental Bilingual Program:</b> Language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil's native language for literacy and academic instruction, enabling an English learner to achieve language proficiency and meet state academic achievement goals. This program begins in TK/K and continues with the goal of biliteracy to sixth grade.</li> <li><input type="checkbox"/> <b>Heritage Language Program:</b> Language acquisition program for English learners that provides instruction to pupils utilizing English and a pupil's native language for literacy and academic instruction, enabling non-English speakers or students who have weak literacy skills in their native language to achieve language proficiency and meet academic achievement goals. This program is designed for sixth through eighth and ninth through twelfth grades.</li> </ul> <p>Parents/guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p>request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (20 U.S.C. Section 6312(e)(3)(A)(vi)(III); EC Section 310(a))</p> <p>Parents/guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. (EC Section 52062) If interested in a different program from those listed above, please contact &lt;School_Name&gt; at &lt;School_Phone&gt; to ask about the process.</p> <p>Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C. Section 6312(e)(3)(A)(vi)) However, LEAs remain obligated to provide the student meaningful instruction until the student exits the program, inform the parent when progress is not made, and offer the parent programs and services to consider at that time. (5 California Code of Regulations Section 11302)</p> </div> </div>

## Export Parent/Guardian Letter Data

Step	Action
1	<div style="display: flex;"> <div style="width: 45%; padding-right: 20px;"> <p>Select [<b>Export Parent/Guardian Letter Data</b>] within the [<b>Local Scoring Tool</b>] button on the left navigation bar to export data from the locked scores for merging into the LEA's configurable letter template.</p> <p><b>Note:</b> Locked scores are official scores that will be on the Student Score Report and used in the Student Data file.</p> </div> <div style="width: 50%;">  </div> </div>

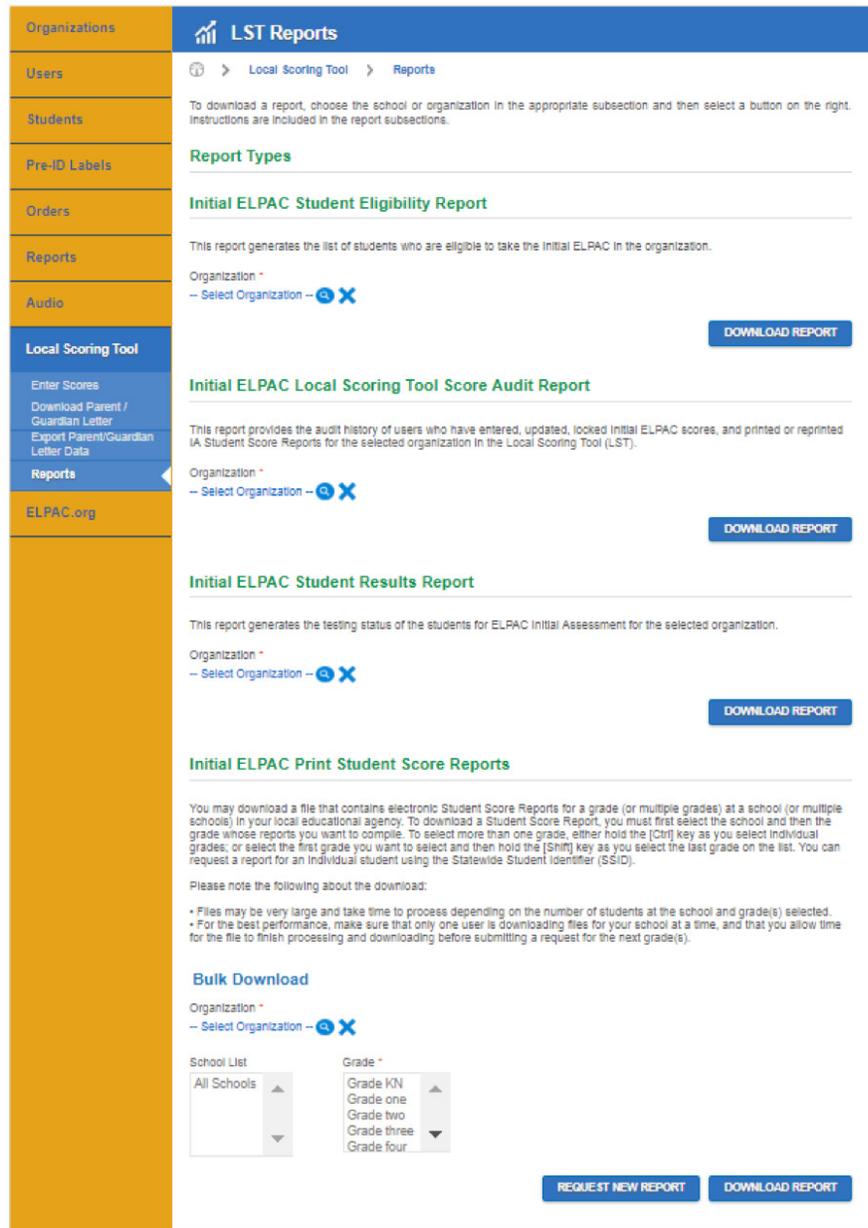
## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

Step	Action
<p><b>2</b></p> <p>Input the LEA in the <i>Select LEA Organization</i> drop-down menu. Input the date in the <i>Start Date</i> input box; by default, the system will populate the <i>End Date</i> input box as the current date.</p> <p><b>Note:</b> The data for the Parent/Guardian Letter is available as an exportable Excel (.xlsx) file.</p>	

## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

### Local Scoring Tool (LST) Reports

For a list of all the available reports within the [Local Scoring Tool] tab, select the [Reports] option.



**Organizations**

**Users**

**Students**

**Pre-ID Labels**

**Orders**

**Reports**

**Audio**

**Local Scoring Tool**

- Enter Scores
- Download Parent / Guardian Letter
- Export Parent/Guardian Letter Data
- Reports**

ELPAC.org

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**LST Reports**

Local Scoring Tool > Reports

To download a report, choose the school or organization in the appropriate subsection and then select a button on the right. Instructions are included in the report subsections.

**Report Types**

**Initial ELPAC Student Eligibility Report**

This report generates the list of students who are eligible to take the Initial ELPAC in the organization.

Organization \*

-- Select Organization --

**DOWNLOAD REPORT**

**Initial ELPAC Local Scoring Tool Score Audit Report**

This report provides the audit history of users who have entered, updated, locked Initial ELPAC scores, and printed or reprinted IA Student Score Reports for the selected organization in the Local Scoring Tool (LST).

Organization \*

-- Select Organization --

**DOWNLOAD REPORT**

**Initial ELPAC Student Results Report**

This report generates the testing status of the students for ELPAC Initial Assessment for the selected organization.

Organization \*

-- Select Organization --

**DOWNLOAD REPORT**

**Initial ELPAC Print Student Score Reports**

You may download a file that contains electronic Student Score Reports for a grade (or multiple grades) at a school (or multiple schools) in your local educational agency. To download a Student Score Report, you must first select the school and then the grade whose reports you want to compile. To select more than one grade, either hold the [Ctrl] key as you select individual grades, or select the first grade you want to select and then hold the [Shift] key as you select the last grade on the list. You can request a report for an individual student using the Statewide Student Identifier (SSID).

Please note the following about the download:

- Files may be very large and take time to process depending on the number of students at the school and grade(s) selected.
- For the best performance, make sure that only one user is downloading files for your school at a time, and that you allow time for the file to finish processing and downloading before submitting a request for the next grade(s).

**Bulk Download**

Organization \*

-- Select Organization --

School List

All Schools

Grade \*

Grade KN

Grade one

Grade two

Grade three

Grade four

**REQUEST NEW REPORT** **DOWNLOAD REPORT**

## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

### Individual Download

SSID \*

[DOWNLOAD REPORT](#)

### Initial ELPAC Export Student Score Data

This report allows the user to export student score data for the current enrolled local educational agency (LEA).

1. Select your organization using the organization link.
2. Select the [\[REQUEST NEW REPORT\]](#) button to generate a new report.
3. Return here after you have received an e-mail notification that your report is ready.
4. Select the [\[DOWNLOAD REPORT\]](#) button to download a .csv file that shows the score reports for students in the selected LEA.

**NOTE:** Files may be very large and take time to process depending on the size of your LEA's student demographic snapshot. For the best performance, make sure to allow time for the download to complete before submitting another request.

**Important:** If you are requesting a new report by selecting [\[REQUEST NEW REPORT\]](#), you will receive an e-mail notification when it is ready for download.

Organization \*

-- Select Organization --

[REQUEST NEW REPORT](#)    [DOWNLOAD REPORT](#)

### Initial ELPAC Student Score Report Print Status

This report provides the Student Score Report Print status of the students in the selected organization.

Organization \*

-- Select Organization --

[DOWNLOAD REPORT](#)

### Initial ELPAC LEA-Level Student Demographic Snapshot Report

This report contains a unique demographic record for each student in the selected LEA. Student records are populated once scores are locked in the Local Scoring Tool. Take the following steps to request the Student Demographic Snapshot Report.

1. Select your organization using the [Organization] link.
2. Select the [\[REQUEST NEW REPORT\]](#) button to generate a new report.
3. Return here after you have received an e-mail notification that your report is ready.
4. Select the [\[DOWNLOAD REPORT\]](#) button to download a .csv file that shows the demographic snapshot for students in the selected LEA.

**NOTE:** Files may be very large and take time to process depending on the number of records your LEA's student demographic snapshot file. For the best performance, make sure to allow time for the download to complete before submitting another request.

**Important:** If you are requesting a new report by selecting [\[REQUEST NEW REPORT\]](#), you will receive an e-mail notification when it is ready for download.

Organization \*

-- Select Organization --

[REQUEST NEW REPORT](#)    [DOWNLOAD REPORT](#)

### Initial ELPAC School-Level Student Demographic Snapshot Report

This report contains a unique demographic record for each student in the selected school. Student records are populated once scores are locked in the Local Scoring Tool. To download the report, select the School and then select the [\[DOWNLOAD REPORT\]](#) button.

School \*

-- Select School --

[DOWNLOAD REPORT](#)

## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

<p><b>1</b></p>	<p><b>Initial ELPAC Student Eligibility Report</b></p> <p>The purpose of the report is to provide the LEA with a list of students who are eligible to take the Initial ELPAC. The students who appear on this list have an English Language Acquisition Status (ELAS) of “to be determined” (“TBD”) in CALPADS and do not have Initial ELPAC results in the LST. It provides the LEA a way to confirm that all Initial ELPAC–eligible students have been tested as required by the regulations if the list is blank.</p>	<p><b>Initial ELPAC Student Eligibility Report</b></p> <p>This report generates the list of students who are eligible to take the Initial ELPAC in the organization.</p> <p>Organization * Demo Pilot District One [99999950000000]  </p> <p><a href="#">DOWNLOAD REPORT</a></p> <p><b>Sample Initial ELPAC Student Eligibility Report</b></p> <table border="1"> <thead> <tr> <th>1</th> <th>LEA CDS Code</th> <th>LEA Name</th> <th>School CDS Code</th> <th>School Name</th> <th>SSID</th> <th>CALPADS Grade</th> <th>US School Entry Date</th> <th>Special Education</th> <th>504 Plan</th> </tr> </thead> <tbody> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>1</th> <th>English Language Acq Status</th> <th>EL</th> <th>EL Start Date</th> <th>EL Exit Date</th> <th>Primary Disability Code</th> <th>CALPADS Date of Birth</th> <th>Local Student ID</th> </tr> </thead> <tbody> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	1	LEA CDS Code	LEA Name	School CDS Code	School Name	SSID	CALPADS Grade	US School Entry Date	Special Education	504 Plan	2										3										4										5										1	English Language Acq Status	EL	EL Start Date	EL Exit Date	Primary Disability Code	CALPADS Date of Birth	Local Student ID	2								3								4								5																																																																																					
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## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

### 6 Initial ELPAC Student Score Report Print Status

This report provides the print status of the SSR for those students with locked scores in the selected organization. This report is used to identify when the SSR has or has not been printed by the LEA.

#### Initial ELPAC Student Score Report Print Status

This report provides the Student Score Report Print status of the students in the selected organization.

Organization \*  
Demo Pilot District One [99999950000000]  

**DOWNLOAD REPORT**

#### Sample Student Score Report Print Status Report

1	Assessment Type	Test Year	LEA Name	LEA CDS Code	School Name	School CDS Code	Student First Name	Student Last Name
2	Initial Assessment	2018-2019	Demo Pilot District One	99999950000000	Demo Pilot School One	99999959999995	FIRSTNAME625	HUSSEIN
3								
4								
5								
6								
7								
8								
9								

1	Local Student ID	SSID	Grade	Date of Birth	LST Scores	Lock Dat	Scores Report	Print Date	Score Report Printed
2	589990054	04	09/26/2005	05/31/2018			06/05/2018		Yes
3									
4									
5									
6									
7									
8									

### 7 Initial ELPAC LEA-Level Student Demographic Snapshot Report

This report contains a unique demographic record for each student in the selected school. Student records are populated once scores are locked in the Local Scoring Tool.

- Select your organization using the *Organization* link.
- Select the **[REQUEST NEW REPORT]** button to generate a new report.
- Return here after you have received an email notification that your report is ready.
- Input the organization name then select the **[DOWNLOAD REPORT]** button to download a .csv file that shows the score reports for students in the selected LEA.

#### Initial ELPAC LEA-Level Student Demographic Snapshot Report

 Job request submitted successfully. You will receive an email once report is ready to download.

This report contains a unique demographic record for each student in the selected LEA. Student records are populated once scores are locked in the Local Scoring Tool. Take the following steps to request the Student Demographic Snapshot Report.

- Select your organization using the [Organization] link.
- Select the **[REQUEST NEW REPORT]** button to generate a new report.
- Return here after you have received an e-mail notification that your report is ready.
- Select the **[DOWNLOAD REPORT]** button to download a .csv file that shows the demographic snapshot for students in the selected LEA.

**NOTE:** Files may be very large and take time to process depending on the number of records your LEA's student demographic snapshot file. For the best performance, make sure to allow time for the download to complete before submitting another request.

**Important:** If you are requesting a new report by selecting **[REQUEST NEW REPORT]**, you will receive an e-mail notification when it is ready for download.

Organization \*  
-- Select Organization --  

**REQUEST NEW REPORT**

**DOWNLOAD REPORT**

## Test Operations Management System Local Scoring Tool Instructions Quick Start Guide

### 8 Initial ELPAC School-Level Student Demographic Snapshot Report

This report contains a unique demographic record for each student in the selected school. Student records are populated once scores are locked in the LST.

#### Initial ELPAC School-Level Student Demographic Snapshot Report

This report contains a unique demographic record for each student in the selected school. Student records are populated once scores are locked in the Local Scoring Tool. To download the report, select the School and then select the [DOWNLOAD REPORT] button.

School \*  
Demo Pilot School One [9999995999995]  

[DOWNLOAD REPORT](#)

#### Sample School-Level Student Demographic Snapshot Report

1	First name	Middle name	Last name	SSID	Gender	Date Of Birth	School Org Code	LEA Org Code	Grade	Created Date	Last Modified Date
2											
3											
4											
5											
6											
7											
8											

1	English Language Acq Status	English Proficiency Level	First Entry Date into School	Primary Language Code	Primary Language Name	EL Exit Date	EL Entry Date
2							
3							
4							
5							
6							
7							

1	Migrant Status	Parent Education Level	Residential Address Line1	Residential Address Line2	Residential Address City Name	Residential Address Zipcode	Residential Address State	Province
2								
3								
4								
5								
6								
7								
8								

1	State Abbreviation	Responsible District Identifier
2		
3		
4		
5		
6		
7		
8		