INITIAL ELPAC SECURE DESTRUCTION AND RETURN INSTRUCTIONS

Initial English Language Proficiency Assessments for California (ELPAC) test materials used for the paper–pencil test administration will need to be either securely destroyed locally by the local educational agency (LEA) or returned to ETS for destruction on or before July 30, 2021. The destruction of paper–pencil test materials aligns with the transition of the Initial ELPAC to a computer-based test.

The following are the 2019–2020 Edition 1 materials requiring secure destruction:

- Examiner’s Manuals
- Used and unused Test Books (grades three through twelve)
- Unused Answer Books (kindergarten through grade twelve)
- Unused Answer Books and Test Books (grade two)
- Voided Answer Books
- All unopened Answer Books and Test Books

The following are the 2020–2021 materials requiring secure destruction:

- Used Form 1 Writing Answer Books (kindergarten through grade two)
- Printed Directions for Administration
- Student rosters
- Unused pre-identification labels

LEAs have the option to do one of the following:

1. Securely destroy the test materials locally

2. Return secure, nonscannable test materials to ETS for secure destruction via United Parcel Service (UPS)
   a. Call UPS at 800-742-5877 to schedule a pickup.
   b. Do not use any courier other than UPS.
   c. Follow the directions for UPS shipping label creation. Do not photocopy UPS labels.
LEA ELPAC Coordinator Instructions
How to Create UPS Shipping Labels

1. Open a web browser window on the computer and type https://row.ups.com in the address bar.
2. Enter etsnj_elpac in the Company Alias field.
3. Enter elpac in the Login ID field (case sensitive).
4. Enter elpac in the Password field (case sensitive).
5. Select the [Continue] button.

6. Once on the Shipping Information screen, enter the LEA’s county/district/school (CDS) code in the Test Center Number field and select the [Search] blue-arrow [ię] icon to the right of the field. The LEA address information will populate the other fields. Review the address information for the LEA. If the CDS code is not found or there are issues with the address, please contact the California Technical Assistance Center at 800-955-2954 for assistance.
7. Select the type of item that is being returned from the *Items Returning* drop-down list in the center column:
   a. Select the *Non-Scoreable* option if returning test materials to be destroyed.

8. If the LEA has multiple white boxes, the total box count can be entered in the *Number Of Packages* field. This will allow unique shipping labels to be printed for each box available. If only one box is being returned, please enter “1” in this field to generate a single return label.

   **Note:** When returning multiple white boxes, **do not** copy one label for use on all of the boxes. This will interfere with UPS’s ability to move the boxes within its network and will ultimately delay the shipments. Unique shipping labels **must** be created for each box.

9. Select the [Process Shipment] button at the bottom-left corner of the screen.
10. The UPS label will appear on the next screen. Choose the local printer and select the [Print] button.

11. Complete the following three steps on the top of the UPS label.
   Step 1. Write on the label which box this is in the count (i.e., “Box 1 of 3,” “Box 2 of 3”).
   Step 2. (Optional) Write in the LEA name and LEA code.
   Step 3. (Optional if more than one) Write in the school name and school code.

12. Affix the UPS labels to the white return boxes.