



ELPAC

English Language Proficiency Assessments for California

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

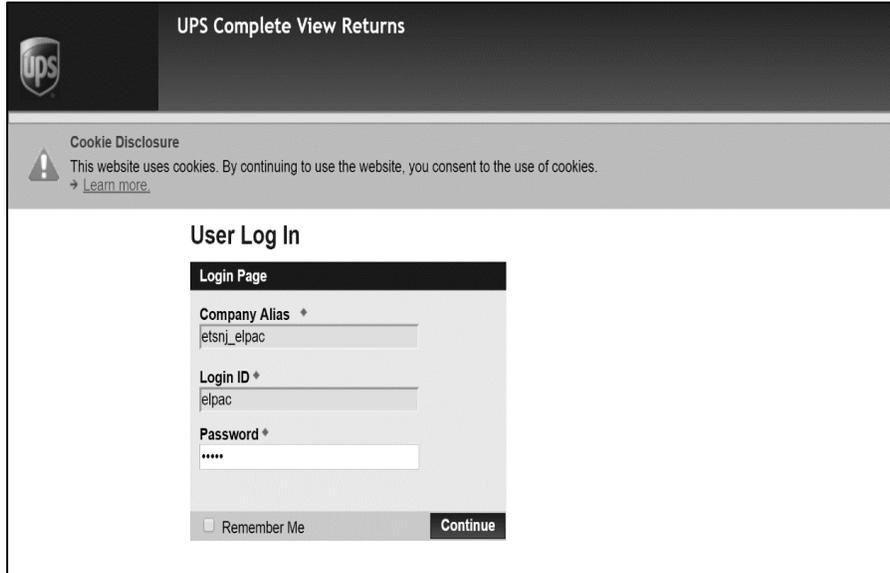
LEAs have the option to do one of the following:

1. Securely destroy the test materials locally
 - a. Provide confirmation of local destruction of all Initial ELPAC Edition 1 and used 2020–2021 test materials by completing the [Initial ELPAC Test Materials Return/Destruction Certification](#) form **no later than Friday, July 30, 2021.**
- or
2. Return secure, non-scannable 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

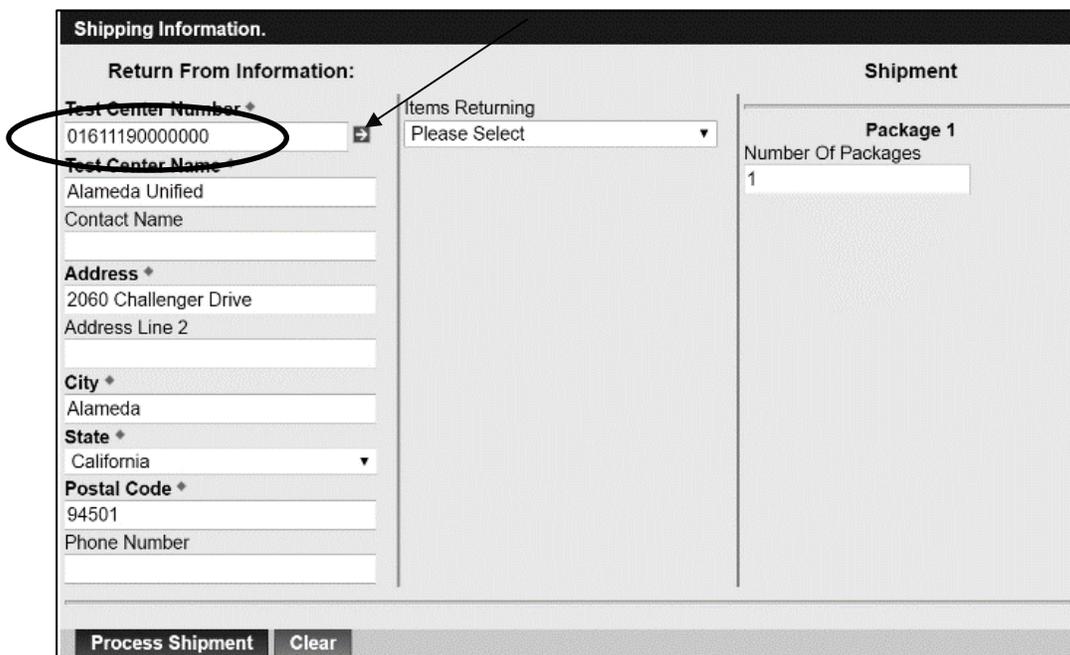
How to Create UPS Shipping Labels

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.



The screenshot shows the 'UPS Complete View Returns' login page. At the top left is the UPS logo. Below it is a 'Cookie Disclosure' banner with a warning icon and the text: 'This website uses cookies. By continuing to use the website, you consent to the use of cookies. → Learn more.' The main heading is 'User Log In'. Below this is a 'Login Page' form with three input fields: 'Company Alias' containing 'etsnj_elpac', 'Login ID' containing 'elpac', and 'Password' containing four asterisks. There is a 'Remember Me' checkbox and a 'Continue' button at the bottom right of the form.

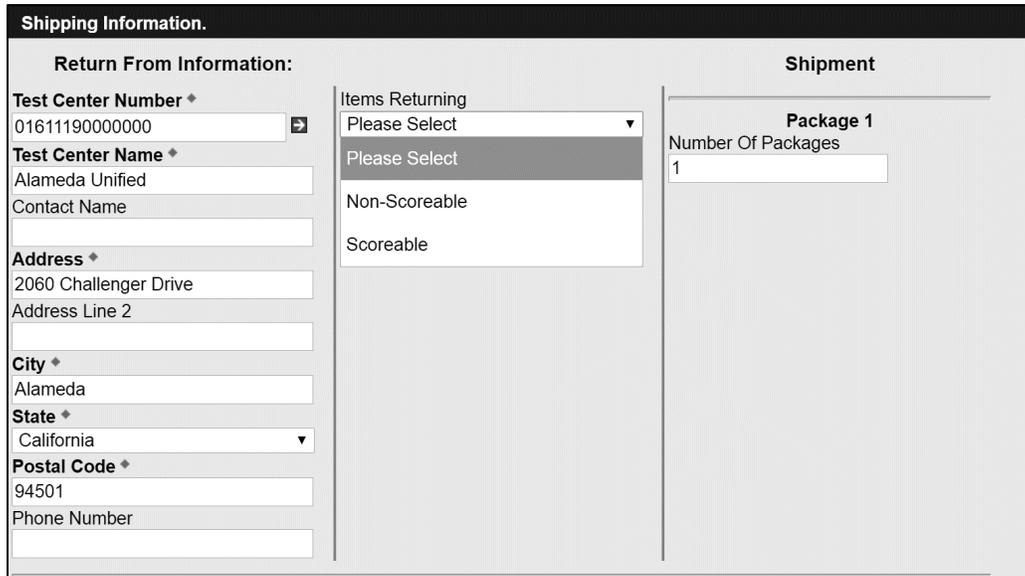
6. Once on the *Shipping Information* screen, enter the LEA's county/district/school (CDS) code in the *Test Center Number* field and select the **[Search]** blue-arrow [🔍] icon to the right of the field. The LEA address information will populate the other fields. Review the address information for the 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.



The screenshot shows the 'Shipping Information' screen. It is divided into two main sections: 'Return From Information:' and 'Shipment'. The 'Return From Information:' section has several fields: 'Test Center Number*' (circled in red and containing '01611190000000'), 'Test Center Name' (containing 'Alameda Unified'), 'Address*' (containing '2060 Challenger Drive'), 'City*' (containing 'Alameda'), 'State*' (containing 'California'), 'Postal Code*' (containing '94501'), and 'Phone Number'. The 'Shipment' section has a dropdown menu for 'Items Returning' (containing 'Please Select') and a 'Package 1' section with a 'Number Of Packages' field containing '1'. At the bottom are 'Process Shipment' and 'Clear' buttons. A blue arrow points to the search icon next to the 'Test Center Number' field.

LEA ELPAC Coordinator Instructions How to Create UPS Shipping Labels (continued)

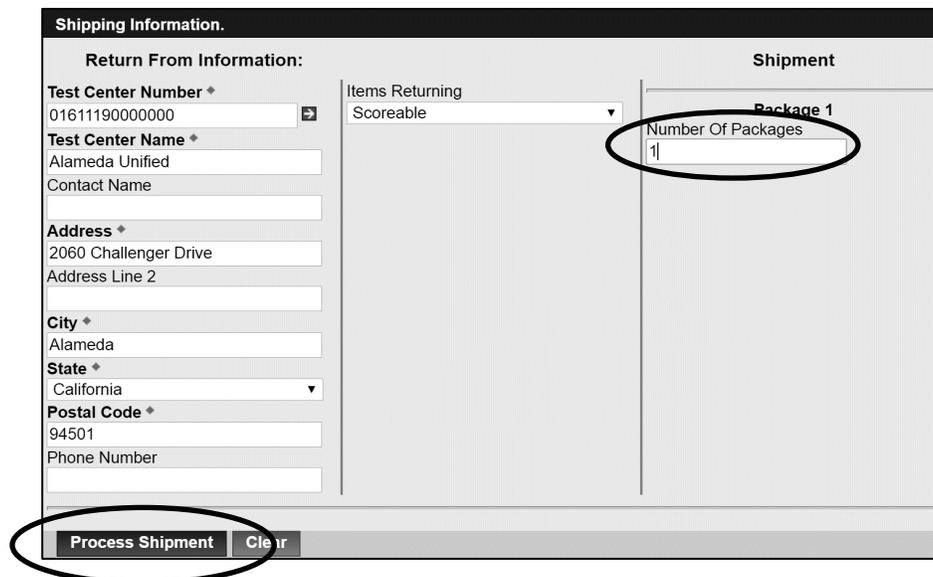
7. Select the type of item that is being returned from the *Items Returning* drop-down list in the center column:
 - a. Select the *Non-Scoreable* option if returning test materials to be destroyed.



The screenshot shows the 'Shipping Information' form. On the left, under 'Return From Information:', there are fields for Test Center Number (01611190000000), Test Center Name (Alameda Unified), Contact Name, Address (2060 Challenger Drive), City (Alameda), State (California), Postal Code (94501), and Phone Number. In the center, the 'Items Returning' dropdown menu is open, showing options: 'Please Select', 'Non-Scoreable', and 'Scoreable'. On the right, under 'Shipment', there is a 'Package 1' section with a 'Number Of Packages' field containing the value '1'.

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.



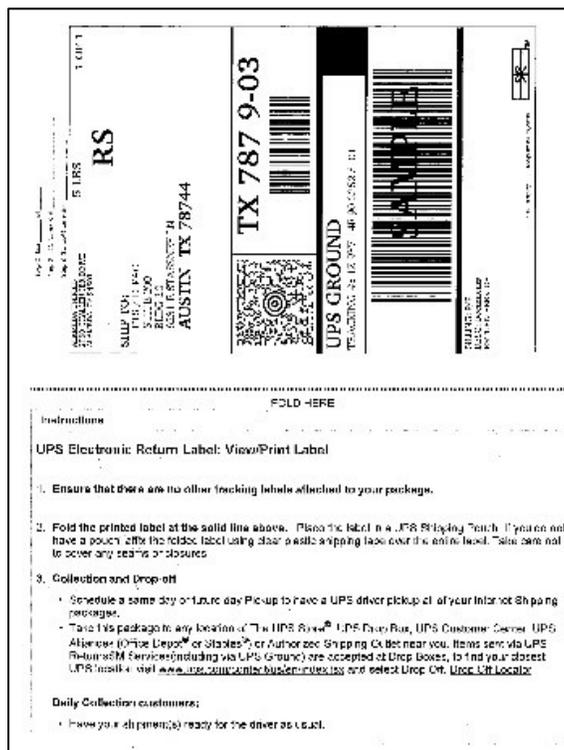
This screenshot is similar to the previous one, but the 'Items Returning' dropdown is now set to 'Scoreable'. The 'Number Of Packages' field in the 'Package 1' section contains the number '1'. At the bottom left of the form, the 'Process Shipment' button is circled in black.

9. Select the [Process Shipment] button at the bottom-left corner of the screen.

LEA ELPAC Coordinator Instructions

How to Create UPS Shipping Labels (continued)

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.

If there are any questions, please contact the California Technical Assistance Center at 800-955-2954 or caltac@ets.org for assistance.