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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Tuesday, December 18, 2018 10:24 AM  
**To:**  
**Subject:** Initial ELPAC TBD ELAS Status Update



Dear LEA ELPAC Coordinator:

You are receiving this email because your local educational agency (LEA) has students whose English Language Acquisition Status (ELAS) is **To Be Determined (TBD)** in the California Longitudinal Pupil Achievement Data System (CALPADS). As a contractor for the California Department of Education, we are reaching out to ask you how we can support your coordinator to complete the ELAS update.

To best assist you with the information required to update the ELAS status of TBD for all students whose primary language is not English, we are requesting some additional information:

- **Have you retrieved the Initial ELPAC Eligibility Report in the Local Scoring Tool (LST)?** This report contains the list of students in the organization who are eligible to take the Initial ELPAC.
- **Has the Initial ELPAC been administered, scored, and entered into the LST?** Student scores must be confirmed for accuracy **prior to** the submission and locking of the student's score within the LST. Once the student's score is locked, the score cannot be edited or changed within the LST.
- **Do you require assistance with the LST?** You can contact the ELPAC Customer Support Center—soon to be the California Technical Assistance Center (CaTAC)—by phone at 844-782-2714 or by email at [elpac@ets.org](mailto:elpac@ets.org) with your questions, such as the following:
  - How do I access the LST?
  - How do I search for a student?
  - How do I enter Initial ELPAC scores for Listening, Reading, Writing, and Speaking domains?
  - How do I lock a Student Score Report?
  - Should the student have a TBD ELAS?

- **Have the students been administered the Initial ELPAC but their ELAS has not been updated in CALPADS?** The Initial ELPAC Student Results Report provides the test results of students whose scores for the Initial ELPAC have been locked in the LST for the selected organization.
- **Did a system downtime delay your updating of the status in CALPADS?**

The [Local Scoring Tool Instructions Quick Start Guide](#) and the [ELPAC Local Scoring Tool \(LST\) Archived Webcast](#) on the [ELPAC website](#) provide instructional detail on using the LST.

If you have questions about the LST or need general ELPAC information, please contact the ELPAC Customer Support Center by phone at 844-782-2714 or by email at [elpac@ets.org](mailto:elpac@ets.org). Note that after January 1, 2019, ELPAC support will be provided by CalTAC (800-955-2954 or [caltac@ets.org](mailto:caltac@ets.org)).

Thank you for your attention to this important matter.

Sincerely,

ELPAC Project Team  
Educational Testing Service  
Phone: 844-782-2714  
Email: [elpac@ets.org](mailto:elpac@ets.org)  
Website: <https://www.elpac.org/>