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**From:** ELPAC <Do-Not-Reply@info.ets.org>  
**Sent:** Tuesday, June 18, 2019 2:46 PM  
**To:**  
**Subject:** Reminder! Summative ELPAC Post-administration Answer Book Returns



Dear LEA ELPAC Coordinator:

You are receiving this email because your LEA has returned only a portion of your 2018–19 Summative English Language Proficiency Assessments for California (ELPAC) Answer Books based on English learner enrollments as of June 16, 2019.

If the remainder of the Answer Books have been returned to Educational Testing Service (ETS) for scoring, thank you. If the remainder of your scorable Answer Books have not been returned please be aware that all **completed scorable Answer Books** must be **received by ETS no later than June 21, 2019 or they will not be scored**. Unscored Answer Books may result in students not receiving score reports, potential excessive materials charges, and impact to participation rates for accountability. Therefore, it is critical that the materials be returned as soon as possible.

The [2018–19 Summative ELPAC Packing and Return Instructions](#), available on [elpac.org](#), provide details on returning test materials.

Remember to store completed Answer Books awaiting pick up in a secure and protected location.

LEAs who have missed the June 14, 2019 return date, **can create a United Parcel Service label and request their materials to be picked up no later than June 19, 2019** to arrive at ETS by June 21, 2019. LEAs that **wish to return their materials via express shipment at their own expense** should ship them to arrive at ETS no later than June 21, 2019. Remember to follow the packing instructions in the [2018–19 Summative ELPAC Packing and Return Instructions](#) AND send to:

ETS  
ELPAC Processing  
6231 E Stassney Ln  
Bldg. 10  
Austin, TX 78744

General questions about the ELPAC or questions about how to return ELPAC materials should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

Educational Testing Service

Phone: 800-955-2954

Email: [caltac@ets.org](mailto:caltac@ets.org)

Website: <https://www.elpac.org/>