
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Wednesday, June 12, 2019 8:49 AM
To:
Subject: Reminder! Summative ELPAC Post-administration Answer Book Returns



Dear LEA ELPAC Coordinator of ETS Internal Recipient:

This email is an important reminder to your local educational agency (LEA). The Summative ELPAC administration window closed on **May 31, 2019**. You are receiving this email because your LEA **has not returned any** of your 2018–19 Summative English Language Proficiency Assessments for California (ELPAC) Answer Books as of June 06, 2019.

If you have already returned all your Answer Books to Educational Testing Service (ETS) for scoring, please provide us with the **United Parcel Service (UPS)** tracking number so that we can follow up with your shipment. If not, please be aware that **LEAs must request a pick up by UPS by June 14, 2019. All completed Answer Books must be received by ETS no later than June 21, 2019 or they will not be scored.** This will 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 on time.

Note the following about the ELPAC materials return process:

- All Answer Books must be returned in the white return cartons.
- For the 2018–19 administration, each LEA must create its own UPS return labels.
- Packing and shipping errors could delay the processing of test materials and receipt of ELPAC Student Score Reports.
- Damaged Answer Books, scanning and resolution issues may delay scoring.
- The [2018–19 Summative ELPAC Packing and Return Instructions](#) available on elpac.org provide details on returning test materials.
- Store completed Answer Books awaiting pick up in a secure and protected location.

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.

Sincerely,

California Technical Assistance Center

Educational Testing Service

Phone: 800-955-2954

Email: caltac@ets.org

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