
From: ELPAC <Do-Not-Reply@info.ets.org>
Sent: Monday, February 4, 2019 1:00 PM
To:
Subject: Summative ELPAC--LEAs with No Materials Order Status



Dear LEA ELPAC Coordinator:

You are receiving this email because your local educational agency (LEA) has students whose English Language Acquisition Status (ELAS) is **English learner (EL)** in the California Longitudinal Pupil Achievement Data System and must be assessed with the 2018–19 Summative English Language Proficiency Assessments for California (ELPAC). The administration window opened on February 1, and the ELPAC Test Operations Management System (TOMS) indicates that, to date, you have not placed an order for Summative ELPAC test materials.

Supplemental Materials must be ordered from January 21–May 14, 2019. Materials will arrive 10–14 business days after an order has been placed. For guidance on how to order supplemental test materials in TOMS, refer to the [TOMS Supplemental Materials Instructions Quick Start Guide](#).

The Summative ELPAC Student Eligibility Report in TOMS provides information on students who are eligible to take the Summative ELPAC. You can download this report in ELPAC TOMS by selecting the [**Reports**] button and then the [**LEA Reports**] option in the left navigation bar.

If you have questions about ordering supplemental materials, accessing the Summative ELPAC Student Eligibility Report, or need general ELPAC information, please contact 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/>