The English Language Proficiency Assessments for California (ELPAC) and Alternate ELPAC test materials used for the 2021–2022 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 15, 2022.

### Initial ELPAC Test Materials List
- Used Form 1 kindergarten through grade two (K–2) Writing Answer Books
- Printed *Directions for Administration (DFAs)*
- Student rosters
- Unused pre-identification labels
- Paper–pencil test materials (Edition 1)
  - Used *Examiner's Manuals*
  - Used Test Books (grades three through twelve)
  - Used kindergarten through grade twelve (K–12) Answer Books

### Summative ELPAC Test Materials List
- Unused K–2 Writing Answer Books (Forms 1–6)
- Voided K–2 Writing Answer Books (Forms 1–6)
- Unused student pre-identification labels
- Student rosters
- Printed DFAs
- Paper–pencil test materials (Edition 1)
  - Used K–12 all domain Answer Books
  - Used Test Books (grade three through grade twelve)
  - Used Examiner's Manuals

### Alternate ELPAC Test Materials List
- Student rosters
- Printed DFAs
- Picture cards
- Test Item Preview (TIP) booklets
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 ELPAC and Alternate ELPAC test materials by completing the 2021–22 ELPAC Materials Return or Destruction Certification form no later than Friday, July 15, 2022.

   or

2. Return secure 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](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.

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 [enter] 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 assigned LEA Success Agent for assistance.
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 for returning test materials to be destroyed.

   ![Image of UPS shipping label creation process]

8. If the LEA has multiple 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 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.

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