

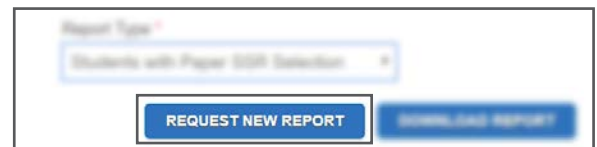
How to View a Distribution Report: Student Score Reports

This report displays the language and delivery method of Student Score Reports (SSRs) requested for students in local educational agencies (LEAs). It is based on whether a Paper SSR Selection box was checked in the Test Operations Management System (TOMS) for one or more students.

- 1 Navigate to <http://www.caaspp.org> or <https://www.elpac.org>.
- 2 Select the **Test Operations Management System (TOMS)** button.
- 3 Log into the TOMS system.
- 4 Select the **Reports** tab on the left side of the page.
- 5 Scroll down to the **LEA-Level SSR Distribution Report** section.
- 6 Select the organization.
- 7 Select the **Students with Paper SSR Selection** report type option.
- 8 Select the Request New Report button.

i *An email will be sent when the report is ready to download.*

- 9 Select the link in the email to navigate to TOMS.
- 10 Repeat steps 3 through 7.
- 11 Select the **Download Report** button.
- 12 Open the downloaded report.



Report Type
Students with Paper SSR Selection

REQUEST NEW REPORT DOWNLOAD REPORT



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