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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Wednesday, April 27, 2016 9:30 AM  
**To:**  
**Subject:** CAASPP--2015-16 Purchase Orders



*Measuring the Power of Learning.™*

Dear LEA CAASPP Coordinator:

This is a reminder that if you have not already submitted a purchase order (P.O.) for optional services provided by Educational Testing Service (ETS) related to the California Assessment of Student Performance and Progress (CAASPP) test administration, please do so as soon as you can. In order for ETS to create all invoices for optional services by the end of the fiscal year, the California Technical Assistance Center (CalTAC) must have a P.O. on file by **May 20, 2016**, for each local educational agency (LEA) that has used any of the following services during the 2015–16 CAASPP administration:

1. Basic student Pre-ID labels—\$0.38 per student
2. Late Pre-ID labels—\$0.44 per student
3. Parent/Guardian addresses for Student Score Reports—\$0.22 per student
4. Scoring late answer documents for the paper-pencil tests (CST, CMA, CAPA, STS, Smarter Balanced):
  - Setup charge for scoring answer documents returned late—\$385 per batch returned
  - Answer document processing—\$5.00 per document in the batch

Please submit any applicable P.O. to CalTAC by fax to 800-541-8455 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org). It is not necessary to mail a hard copy.

If you have any questions regarding the CAASPP System, please contact CalTAC by phone at 800-955-2954 or by e-mail at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center  
Phone: 800-955-2954  
Fax: 800-541-8455  
E-mail: [caltac@ets.org](mailto:caltac@ets.org)  
Web site: <http://caaspp.org/>

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