
From: CalTac <CalTAC@info.ets.org>
Sent: Monday, June 06, 2016 9:03 AM
To:
Subject: CAASPP--ACTION REQUIRED--Prepare for Printed Student Score Reports



Measuring the Power of Learning.™

Dear LEA CAASPP Coordinator:

We identified your local educational agency (LEA) as having sufficient volumes of tests scored that production of your printed Student Score Reports will begin soon. We have suspended LEA Dashboard updates as we prepare for the production of Student Score Reports. Updates to the LEA Dashboard will resume on June 13, 2016. To ensure that your printed Student Score Reports accurately reflect your students' information, please read the following sections and take the appropriate actions that are applicable to your LEA.

LEA TESTING WINDOW CLOSED ACTIVITIES

If you have not already done so and your testing window has already closed, we request that you **take the following actions by Friday, June 10, 2016.**

- **Request Spanish-language Student Score Reports (optional) in the Test Operations Management System (TOMS)**
Spanish-language versions of your students' score reports are available upon request in TOMS. Once you have logged on to TOMS, select your student's profile and then select the **[Score Status]** tab. Mark the check box *Request for Spanish Student Score Report*. You may also submit a file upload of student names for batch processing. For this year, when shipped, your LEA and school will receive printed copies of both English and Spanish-language versions for students with this request selected.
- **Request Parent/Guardian Addresses on the Student Score Reports (optional) in TOMS**
Once you have logged on to TOMS, select the option to print the parent/guardian address on Student Score Reports by selecting **[Test Admins] > [Instructional Calendar] >** (select a test admin to edit) and then checking the

Parent/Guardian Address box. Please note that there is a charge of \$0.22 per student record to print addresses on Student Score Reports.

LEA TESTING WINDOW STILL OPEN

If you are within your testing window, we request that you **take the following action before the end of your testing window.**

- **Submit any open incidents**
Submit any open incidents using the *California Assessment of Student Performance and Progress (CAASPP) Security and Test Administration Incident Reporting System (STAIRS)* form and submit outstanding appeals in the Appeals module. **Appeals must be submitted on or before the end of your selected testing window.** We cannot process appeals filed outside of your selected testing window. For instructions on the STAIRS/appeals process, please visit the *CAASPP STAIRS and Appeals User Guide* Web document at <http://www.caaspp.org/rsc/pdfs/CAASPP.stairs-appeals-guide.2016.pdf>.
- **Enter applicable condition codes in TOMS**
Navigate to the CAASPP Web portal at <http://www.caaspp.org/> and select the [**Test Operations Management System**] button. Once you have logged on to TOMS, select [**Score Reports**] at the center of the page. Enter the condition codes for Parent/Guardian exemption (PGE) and not tested due to a significant medical emergency (NTE) for each student's test, where applicable. For instructions, please visit the *CAASPP Instructions for Using Condition Codes in the 2015–16 Version of TOMS* Web page at <http://www.caaspp.org/administration/toms/condition-codes2015-16.html>.
- **Request Spanish-language Student Score Reports (optional) and Parent/Guardian Addresses on the Student Score Reports (optional) in TOMS**
Follow the same instructions described above to submit your requests. We encourage you to submit your requests for these options as soon as possible.

Questions regarding this and all other topics regarding the 2015–16 CAASPP administration should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by e-mail at caltac@ets.org.

Sincerely,

Mary Anne J. Arcilla
Senior Director, CAASPP Operations
Web site: <http://www.caaspp.org/>

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