
From: CalTAC <CalTAC@info.ets.org>
Sent: Monday, March 18, 2019 2:18 PM
To:
Subject: California Assessment Systems Electronic Reporting Credentialing Reminder



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Dear LEA CAASPP Coordinator or LEA ELPAC Coordinator:

To successfully provide parents with CAASPP and ELPAC Student Score Reports (SSRs), you must complete all the steps described in the [How to Generate Credentials for Student Information System Vendors in TOMS](#) quick reference guide.

Our records show that your local educational agency (LEA) designated Vendor 1 and Vendor 2 as your student information system or parent or student portal vendors. However, you need to generate credentials (i.e., a User Name and Secret Key) and securely provide them to your vendors so that the vendor can access the SSRs for your LEA. **If you have more than one vendor, the same credentials should be securely provided to all vendors.**

Important Note: The credentials established apply to both CAASPP and ELPAC. LEAs with separate coordinators for CAASPP and ELPAC should agree beforehand which coordinator will generate and provide the credentials securely to the LEA's vendor. If either coordinator regenerates credentials in the Test Operations Management System (TOMS) after their initial generation, only the last credentials generated are valid and should be shared securely with the vendor.

Coordinators are encouraged to generate credentials now and securely provide them to their vendors in advance of 2018–19 reporting. Additionally, historical SSRs for the previous three years are currently available and can provide LEA staff with an opportunity to begin communicating with parents and guardians about upcoming electronic 2018–19 SSRs.

Electronic 2018–19 SSRs for the Smarter Balanced and California Alternate Assessments for English language arts/literacy and mathematics are available only after students' submitted assessments are scored and the results are reported. Electronic SSRs for the California Science Test and California Spanish Assessment will be released in late fall 2019.

If you think you have received this message in error or if you have questions about generating credentials in TOMS, 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

Phone: 800-955-2954

Fax: 800-541-8455

Email: caltac@ets.org

Websites: <http://www.caaspp.org/> and <https://www.elpac.org/>

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