
From: CalTAC <CalTAC@info.ets.org>
Sent: Monday, April 29, 2019 12:00 PM
To:
Subject: California Assessment Systems Electronic Reporting Information



Measuring the Power of Learning.™

Dear LEA CAASPP Coordinator or LEA ELPAC Coordinator:

Over a million students have tested so far, and we anticipate Student Score Reports (SSRs) will become available in May. Here is some information to assist your local educational agency (LEA) as you finalize plans to provide SSRs for the 2018–19 CAASPP and ELPAC to parents and guardians.

Newly Published Web Pages on CAASPP.org and ELPAC.org:

We have heard your questions and have published new [frequently asked questions \(FAQs\)](#) on CAASPP.org. You may also access these questions and answers through the [ELPAC FAQs](#) web page and the [ELPAC Student Score Report Options](#) web page.

Order Paper SSRs from Educational Testing Service:

Order paper SSRs for a school, schools, or an entire district by contacting the California Technical Assistance Center (CalTAC) to place an order. Refer to the [Purchasing 2018–19 Paper SSRs Flyer](#) for more detailed information about sizing, pricing, and timing.

You can also order paper SSRs for a student or multiple students in the Test Operations Management System (TOMS) by following the steps shown in the following [quick reference guides](#):

- [How to Order Paper SSRs in Bulk](#)
- [How to Order Individual Paper SSRs](#)

Override the Language for Paper SSRs:

Do you have a student who would need an SSR in a language *other than* his or her primary language indicated in the California Longitudinal Pupil Achievement Data System? SSRs are available in Chinese (Traditional), English, Filipino, Spanish, and Vietnamese. An SSR will be generated in English *and* the student's primary language, if it is one of these available languages. Otherwise, the additional paper SSR will be generated in English only.

The SSR language can be set to one of the other available languages by selecting it in the *SSR Language* drop-down list on the **[Student Reporting]** tab in TOMS. **SSR language selection for electronic SSRs must be made prior to the day the student starts testing.** Language selection will be grayed out after the student has started testing unless a *Paper SSR Selection* check box is selected.

You can also change the SSR language for a student or multiple students in TOMS by following the steps shown in the [How to Order Paper SSRs in Bulk](#) and the [How to Order Individual Paper SSRs](#) quick reference guides, because the process is similar.

Download SSR Distribution Reports:

The LEA- and School-Level SSR Distribution Reports display the language and delivery method of SSRs requested for students in the LEA in addition to the default electronic SSRs in English, based on whether any *Paper SSR Selection* box was selected for one or more students.

In TOMS, select the **[Reports]** button and then the **[LEA Reports]** button in the left navigation bar to select this report for the school or LEA. You can also refer to the [How to View a Distribution Report: SSRs](#) quick reference guide.

Generate Credentials in TOMS:

If your LEA will be using a parent or student portal to provide SSRs to parents electronically, and you have not done so already, you need to generate credentials in TOMS by completing the steps shown in the [How to Generate Credentials for Student Information System Vendors](#) quick reference guide. You will specify the LEA's student information system(s) or parent or student portal vendor(s) and then generate credentials (i.e., a Username and Secret Key) to securely provide to your vendor(s). LEAs with more than one vendor will provide the same Username and Secret Key to all vendors. Coordinators should generate credentials now and provide them to the LEA's vendor(s) in advance of CAASPP and ELPAC 2018–19 reporting.

Important Note: 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 after their initial generation, only the most recently generated credentials are valid and should be shared securely with the vendor.

SSRs for the CAASPP Smarter Balanced Summative Assessments and California Alternate Assessments for English language arts/literacy and mathematics will be available only after students' assessments are scored and the results are reported for 2018–19. Please note that SSRs for the California Science Test and the California Spanish Assessment will be released in winter 2020.

Download SSRs from TOMS:

When 2018–19 assessment results are released, you can download SSR PDF files from TOMS by following the steps in the [How to Bulk Download SSRs](#) quick

reference guide. If you are printing locally, refer to the [How to Merge and Batch Print SSR PDFs](#) quick reference guide.

If you have questions about electronic SSRs or generating credentials in TOMS, please contact CalTAC 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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