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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Wednesday, February 6, 2019 12:01 PM  
**To:**  
**Subject:** New 2019-20 Designation Form Process for ELPAC and CAASPP



Dear LEA Superintendent:

Beginning with the 2019–20 testing administrations for the English Language Proficiency Assessments for California (ELPAC) and the California Assessment of Student Performance and Progress (CAASPP), the California Department of Education (CDE), along with Educational Testing Service, will be launching a new and improved process for completing the superintendent’s designation of the local educational agency (LEA) ELPAC and CAASPP coordinators.

On February 11, 2019, you will receive two emails:

1. You will receive an automated email from [elpac@ets.org](mailto:elpac@ets.org) with instructions on how to set up your user account within the ELPAC Test Operations Management System (TOMS). This will provide you access to the ELPAC TOMS, where you will designate an LEA ELPAC coordinator for 2019–20.
2. You will also receive an email from [caltac@ets.org](mailto:caltac@ets.org) with step-by-step instructions for how to designate your ELPAC coordinator(s), once you have logged on to the ELPAC TOMS.

Then, on April 1, 2019, you will receive an automated email from [caaspp@ets.org](mailto:caaspp@ets.org) notifying you that the functionality is now available to designate the CAASPP Coordinator for the upcoming 2019–20 administration in CAASPP TOMS. The password you created for ELPAC TOMS also will work for CAASPP TOMS.

The staggered timing for this functionality within ELPAC and CAASPP TOMS is to align with the deadlines specified by California regulations as follows:

- ELPAC Designation Deadline—April 1, 2019 (*California Code of Regulations [CCR], Title 5, Section 11518.40[a]*)
- CAASPP Designation Deadline—July 1, 2019 (*5 CCR, Section 857[a]*)

Beginning this year, TOMS will save the LEA coordinator name and contact information from year to year, eliminating the need for you to reenter this information, as long as the coordinator has not changed. If you designate multiple LEA coordinators to supporting your LEA, you can indicate which one is the primary coordinator. You can also specify whether a LEA coordinator is new to his or her role

(less than one year), enabling the CDE to provide additional training opportunities and support in their new role.

Current 2018–19 LEA ELPAC and CAASPP coordinators were also notified about the coordinator designation process and can assist you with setting up your TOMS user account. LEA ELPAC and CAASPP coordinators with questions regarding the new process for designating a coordinator can contact the California Technical Assistance Center by phone at 800-955-2954 or by email at [caltac@ets.org](mailto:caltac@ets.org).

Sincerely,

California Technical Assistance Center

Phone: 800-955-2954

Fax: 800-541-8455

Email: [caltac@ets.org](mailto:caltac@ets.org)

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

Cc: LEA ELPAC Coordinator, LEA CAASPP Coordinator

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