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**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Tuesday, May 8, 2018 8:36 AM  
**To:**  
**Subject:** CAASPP--Reminder to Submit Purchase Orders



*Measuring the Power of Learning.™*

Dear LEA CAASPP Coordinator:

If you have not already submitted a purchase order (P.O.) for optional services provided by Educational Testing Service (ETS) related to the 2017–18 California Assessment of Student Performance and Progress (CAASPP) test administration, please do so as soon as you can. In order for ETS to invoice for optional services by the end of the fiscal year, the California Technical Assistance Center (CalTAC) must have a P.O. on file by **June 15, 2018**, for local educational agencies (LEA) that have used any of the following services during the 2017–18 CAASPP administration:

- Basic student Pre-ID labels—\$0.38 per student
- Late Pre-ID labels—\$0.44 per student
- Parent/Guardian addresses for Student Score Reports—\$0.22 per student
- Scoring late answer booklets for the Smarter Balanced paper-pencil tests
  - Setup charge for scoring answer booklets returned late—\$385 per batch returned
  - Answer booklet 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 to [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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