

---

**From:** CalTac <CalTAC@info.ets.org>  
**Sent:** Tuesday, June 07, 2016 9:41 AM  
**To:**  
**Subject:** CAASPP--Returning Test Materials for Scoring



*Measuring the Power of Learning.™*

Dear LEA CAASPP Coordinator:

To ensure that your school's paper-pencil materials are processed properly for scoring, please follow all instructions for their return by adhering to the instructions in the [California Assessment of Student Performance and Progress \(CAASPP\) Paper-Pencil Testing Test Administration Manual](#) and the [Materials Returns Instructions](#) you received. **You must return all materials for your local educational agency's (LEA's) CAASPP paper-pencil materials to the Scoring and Processing Center no more than five working days after completing testing for each administration period.**

Questions about materials returns and all other topics regarding 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](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://www.caaspp.org/>

Copyright © 2016 by Educational Testing Service. All rights reserved. ETS, the ETS logo and Measuring the Power of Learning. are registered trademarks of Educational Testing Service (ETS).