
From: CalTac <CalTAC@info.ets.org>
Sent: Wednesday, May 18, 2016 10:04 AM
To:
Subject: CAASPP--Returning Test Materials for Scoring



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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. Specifically, you are asked to ensure the following:

- Use the UPS labels that you received with your 2016 test materials. **Do not use labels from past test administrations/years.** If you have shipping labels from past years, please destroy them.
- Materials returned from each school in your local educational agency (LEA) must be packaged separately. **Do not mix materials from different schools within your LEA.**

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.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
E-mail: caltac@ets.org
Web site: <http://caaspp.org/>

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