(ETS) Measuring the Power of Learning.℠

Dear LEA CAASPP Coordinator:

Your local educational agency (LEA) CAASPP test administration window is closed and your test administration has not reached the 90 percent scoring threshold that automatically triggers the printing and shipment of your Student Score Reports (SSRs). Next week, we will begin to process and ship SSRs for any LEA that did not reach the 90 percent threshold.

If you have not yet completed the following optional tasks for your LEA, please ensure they have been completed by July 5, 2018, to ensure your printed SSRs accurately reflect your students' information.

1. Spanish-language SSRs (optional)

Spanish-language versions of your SSRs may be requested in the Test Operations Management System (TOMS).

- Individually—Once you have logged on to TOMS, select the student's profile and then select the [**Score Status**] tab. Check the *Request for Spanish Student Score Report* box.

- Bulk Upload—You also have the option to batch-upload students into TOMS ([**Students**] > [**Upload**] > [**Request Spanish Student Score Report**]).

When SSRs are shipped, the LEA will receive the printed Spanish copy of the SSR and the school will receive the printed English copy of the SSR for students with this request selected. SSRs for the Standards-based Tests in Spanish are printed in Spanish only.

2. Print parent/guardian address on the SSRs (optional)

Requests for printing the parent/guardian address on SSRs are a fee-based service that can be requested while setting up a test administration or by contacting the California Technical Assistance Center (CalTAC) after a test administration has been set up. If you selected this service for your SSRs, you will need to confirm that the correct parent/guardian address is shown in the California Longitudinal Pupil

Achievement Data System. If you now want to select this service for your LEA's administration, contact CalTAC immediately.

If you have any questions about your CAASPP SSRs, please contact CalTAC by phone at 800-955-2954 or by email at caltac@ets.org.

We thank you for your continued support of the CAASPP System.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
Email: caltac@ets.org
Website: http://www.caaspp.org/