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**From:** CalTAC <CalTAC@info.ets.org>  
**Sent:** Tuesday, September 3, 2019 10:33 AM  
**To:**  
**Subject:** CAASPP--You Have Been Designated as the LEA CAASPP Coordinator



Dear LEA Superintendent or Charter Administrator:

Our records indicate that you have not designated a local educational agency (LEA) California Assessment of Student Performance and Progress (CAASPP) coordinator for 2019–20 test administration in the Test Operations Management System (TOMS). The deadline for designating an LEA CAASPP coordinator was July 1, 2019. **By default, the superintendent or charter administrator has now been designated as the LEA CAASPP coordinator for your LEA, as described in the [Instructions for Completing the 2019–20 CAASPP Coordinator Designation Form Process](#) email sent on April 8, 2019.**

You will receive an email from TOMS alerting you of your new role, along with instructions on how to create or renew your TOMS user account. Upon logon, you will be prompted to complete the security agreement and affidavit for CAASPP. The designated LEA CAASPP coordinator is responsible for handling administrative and security responsibilities for all components of the CAASPP administration. The LEA CAASPP coordinator is required to carry out the responsibilities through June 30, 2020.

Note that you may, at any time, appoint a new LEA CAASPP coordinator in TOMS to assume these responsibilities. The [CAASPP: How to Add a New User as an LEA Coordinator in TOMS](#) and [CAASPP: How to Designate an LEA Coordinator in TOMS](#) videos provide step-by-step directions on how to designate an LEA CAASPP coordinator.

If you have any questions about the designation process, please 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  
Educational Testing Service  
Phone: 800-955-2954  
Email: [caltac@ets.org](mailto:caltac@ets.org)  
Website: <http://www.caaspp.org>