Dear LEA Coordinator:

There will be a live webcast on Friday, January 31, 2020, from Santa Clara County Office of Education, on how to prepare for the 2019–2020 California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) administration.

The schedule for the webcast is provided below:

- ELPAC Session: 9 a.m.–10:30 a.m.
- Combined CAASPP and ELPAC session: 10:30 a.m.–noon
- Lunch: Noon–1 p.m.
- Combined CAASPP and ELPAC session: 1 p.m.–3 p.m.
- CAASPP session: 3–4 p.m.

**Webcast Links:** Access from either the [CAASPP](https://example.com) or [ELPAC](https://example.com) Webcast web page. We recommend that you access the webcast early to ensure you are able to see the video and hear the audio.

**Support:** Use the chat feature on the webcast page to send a message if you need technical support, and a staff person will respond to your inquiry.

To ensure that your virtual participation is successful and that virtual participants are able to participate fully, we ask that LEAs prepare for the training and ensure the following tasks are completed:

- Provide a setting that allows for everyone in attendance to view a screen and listen to audio; device speakers may be needed depending upon your audio setup.
- Sign on to the Webcast with a computer on the day and time of the workshop.
- Have the workshop materials readily available.
- Be aware of the lunch break from noon to 1 p.m.
• If viewing the webcast with a group, encourage discussion when prompted by the presenters.

Collaboration Tools

• During the webcast, you will have an opportunity to post questions via Padlet. You can download the app ahead of time and create an account at PADLET.COM. Creating an account is not required, but it ensures your name is associated with any questions you post.

Materials

• The PowerPoint presentation and handouts are available on the CAASPP and ELPAC Pretest Workshop Materials web page.

The webcast will be archived after 10 days and made available by selecting the “Archived Webcasts” link on the [Training] tab of either the CAASPP website or ELPAC website. Registration is not required for viewing.

Questions about CAASPP or ELPAC administration should be directed to the California Technical Assistance Center by phone at 800-955-2954 or by email at caltac@ets.org.

Sincerely,

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

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