

# How to Order Individual Paper Student Score Reports

Paper California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) Student Score Reports (SSRs) are available for purchase from Educational Testing Service (ETS) by contacting the California Technical Assistance Center or by following the instructions in this quick reference guide.

- 1 Navigate to <http://www.caaspp.org> or <https://www.elpac.org>.
- 2 Select the **Test Operations Management System (TOMS)** button.
- 3 Select the **Students** tab at the top of the screen.
- 4 Enter student name or enter your Organization and select the Search button to generate a list of students.

- 5 Select the **View** icon in the Actions column to open the Student Profile.

Name	SSR	School	Grade	Actions
AL71021234	SSR	Dem. CSS School	05	
AL71021234	SSR	Dem. CSS School	05	

- 6 Select the **Reporting** tab on the Student Profile screen.

- 7 Select the language needed for the SSR in the **SSR Language** box.

SSR Language

English ▼

- 8 Check the box(es) next to the assessment name(s) for the SSR you want to request.

- 9 Select the **Submit** button.

**i** For more information, visit the *Purchase Paper SSRs from ETS web page* at <http://www.caaspp.org/administration/reporting/student-score-report-option-D.html>.