Dear LEA Superintendent:

You are receiving this email because you are listed as the superintendent or charter school administrator for your local educational agency (LEA) in the [California School Directory](#).

You recently received an automated email from ca-assessments@ets.org with instructions for either renewing or setting up a user account within the [Test Operations Management System](#) ([TOMS](#)). This user account provides access to functions in [TOMS](#) that allow the designation of an LEA California Assessment of Student Performance and Progress (CAASPP) coordinator for the 2020–2021 CAASPP administration. **The deadline to designate an LEA CAASPP coordinator is July 1, 2020.** Watch the [How to Designate LEA CAASPP Coordinators in TOMS](#) video for a demonstration of how Superintendents can complete this process.

The three related processes are also described in this email, including assigning a 2020–2021 coordinator role to an existing user in TOMS, assigning a brand-new user to a 2020–2021 coordinator role, and designating a 2020–2021 coordinator as a new coordinator or as the primary coordinator. Follow the steps in one of the first two processes in this email for each coordinator added, and then follow the steps in process three, the designation process, for each coordinator. Process four describes adding additional contact information if needed.

Administrators of direct funded charter schools should ensure that a person named in the *Administrator* field in the [California School Directory](#) is the primary site administrator for the school with the authority to designate such roles as LEA CAASPP coordinator. If you believe you are not the primary administrator, nor the appropriate person to designate an LEA CAASPP coordinator, work with the appropriate person at the LEA to update the *Administrator* field in the [California School Directory](#) so it contains the name of the individual who has authority as the primary site administrator.

Process One: Assigning an Existing TOMS User to a 2020–2021 Coordinator Role

Follow these steps if the LEA CAASPP coordinator(s) you intend to designate for 2020–2021 already has an account in [TOMS](#):

1. Select the [**Users**] tab in the top navigation bar.

2. Select the [**View & Edit**] tab on the action bar and search for existing 2019–2020 coordinator(s).

3. Select the [**View/Edit User**] pencil icon from the *Action* column of the search results.

4. Select the [**NEXT**] button on the *User Name and Contact Information* progress step and again on the *Existing Role(s)* progress step to proceed to the *Add Role* progress step.

5. In the *Add Role* progress step:

    a. Select *LEA CAASPP Coordinator* from the *Role* drop-down list and then select *2020–21* from the *Administration Year* drop-down list.

    b. Select [**NEXT**].

6. Select the [**SAVE**] button on the *Confirm and Save User* progress step.

Process Two: Adding a New TOMS User to a 2020–2021 LEA CAASPP Coordinator Role

Follow these steps if the individual(s) you intend to designate as the LEA CAASPP coordinator for 2020–2021 does not yet have an account in [TOMS](#):

1. Select the [**Users**] tab from the top navigation bar.

2. Select the [**Add**] tab on the action bar.

3. Enter the user's contact information and then select [**NEXT**].

4. In the *Assign a Role* progress step:

    a. Select *LEA CAASPP Coordinator* from the *Role* drop-down list and then select *2020–21* from the *Administration Year* drop-down list.

    b. Select [**NEXT**].

5. Select [**SAVE**] on the *Confirm and Save User* progress step.

Process Three: Designating an LEA Coordinator as Primary or New

Follow these steps to indicate that an individual is being designated as the primary LEA coordinator or a new LEA coordinator who may require training.

1. Select the [**Users**] tab in the top navigation bar.

2. Select the [**Designate Users**] tab on the action bar.

3. Select [**CONTINUE**].

4. View the list of existing coordinator(s). Of those with a 2020–2021 coordinator role assigned, select the *Primary* checkbox in the *Primary* checkbox in the *2020–21* column to designate the user as the primary coordinator for 2020–2021.

5. Select the *New* checkbox in the *2020–21* column to indicate that a coordinator is new or has been in the coordinator role for less than 12 months.

6. Select [**SAVE**] to save the 2020–2021 LEA CAASPP coordinator designation(s).

Process Four: Adding Additional Contact Information

Enter contact information for a technology coordinator or a special education coordinator if the LEA has staff other than the LEA CAASPP coordinator responsible for these areas. This contact information will be used to ensure these coordinators receive any communications specific to technology or special education.

Take the following steps to provide contact information for a technology or special education coordinator in TOMS:

1. Select the [**Users**] tab from the top navigation bar.

2. Select the [**Designate Users**] tab on the action bar.

3. Select the [**Contact Type**] section tab.

4. View the list of existing contacts; edit or delete as needed.

5. Select the [**ADD NEW CONTACT**] button to create a new contact.

6. Select *Technology Coordinator* or *Special Education Coordinator* in the *Contact Type* drop-down list.

7. Enter the user's contact information.

8. Select [**SAVE**].

9. Repeat these steps to enter contact information for another technology coordinator or special education coordinator.

LEA CAASPP coordinators for 2019–2020 were notified about the coordinator designation process and can assist you with setting up a TOMS user account.

LEA CAASPP coordinators with questions regarding the process for designating a coordinator can contact the California Technical Assistance Center (CalTAC), by phone at 800-955-2954 or 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/