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**From:** CalTAC <CalTAC@info.ets.org>  
**Sent:** Wednesday, July 17, 2019 11:34 AM  
**To:**  
**Subject:** CAASPP and ELPAC--Check 2018-19 Student Score Reports Order Information!



Dear LEA CAASPP or ELPAC Coordinator:

Educational Testing Service has received an order for paper student score reports (SSRs) for your local educational agency (LEA). Please submit a purchase order if you have not already done so.

Two copies of the paper SSR will be included for each student: either two in English; or one in English and one in the student's primary language, if that language is identified in the California Longitudinal Pupil Achievement Data System as Spanish, Vietnamese, Mandarin (traditional Chinese), or Filipino. The pair of SSRs costs \$1.48 per student, which includes printing the parent/guardian address on the SSR at no additional cost.

**Paper Size:** The default paper size for CAASPP Smarter Balanced and California Alternate Assessments for English language arts/literacy and mathematics SSRs is 11"×17". The paper size for ELPAC SSRs is 8.5"×11".

**Envelopes:** LEAs have the option to purchase SSRs inserted into envelopes for \$2.00 per student per assessment, a difference of \$0.52. For this option, each SSR will be folded and inserted into its own separate envelope.

**To change the size of your paper CAASPP SSRs to 8.5"×11", or to purchase CAASPP and ELPAC SSRs inserted into envelopes, [please complete this survey](#) by July 26, 2019.** If you do not want to change your paper size or purchase SSRs inserted into envelopes, **no further action is needed.**

Invoices against any submitted purchase order for your LEA will be sent in September 2019 for the Smarter Balanced and California Alternate Assessments paper student score reports. Invoices for the California Science Test and California Spanish Assessment paper student score reports will be sent in December 2019.

Please view the [Purchasing 2018–19 Paper SSRs Flyer](#) web document for additional information that includes sizing, pricing, and when to expect SSR shipments.

Use the *LEA- and School-Level SSR Distribution Report* to view the language and delivery method of paper SSRs requested for students in your LEA. Refer to the

[How to View a Distribution Report: SSRs](#) quick reference guide for how to access these reports.

Questions regarding paper SSRs and the 2018–19 CAASPP and ELPAC administrations should be directed to 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

Phone: 800-955-2954

Fax: 800-541-8455

Email: [caltac@ets.org](mailto:caltac@ets.org)

Websites: <http://www.caaspp.org/> and <https://www.elpac.org/>

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