



TESTING CALENDAR SUBMISSION

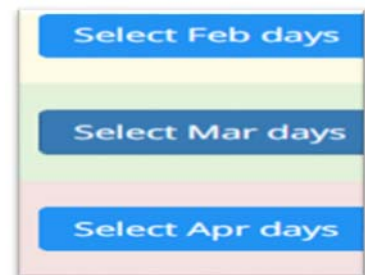
PURPOSE: Schools are required to submit a CAASPP and ELPAC testing calendar to the district before the testing window opens for each testing program. This document provides instructions for CAASPP and ELPAC coordinators to electronically submit the testing calendar for their school in the STB Portal.

PROCEDURE:

1. Navigate to the STB Website <https://achieve.lausd.net/testing> and select the STB Portal link. Log into the STB Portal using your LAUSD SSO.
2. In the *Coordinator Apps* section located on the left-hand side of the page, select **[Testing Calendar]**
3. In the *Test Type* drop-down menu select, **[CAASPP]** or **[ELPAC]**—A separate testing calendar must be submitted for CAASPP and ELPAC.

4. Select the dates your school plans to test.
Note: Weekend dates cannot be selected. Contact the STB Helpdesk if planning to test on a weekend.

5. Once all dates have been selected for each month, click the blue button to the right of the calendar to select and submit the dates.



The CAASPP/ELPAC Coordinator may update the testing calendar for their school at any time. However, the system will allow changes to future dates only. Any dates in the past, become part of the school's official testing window.