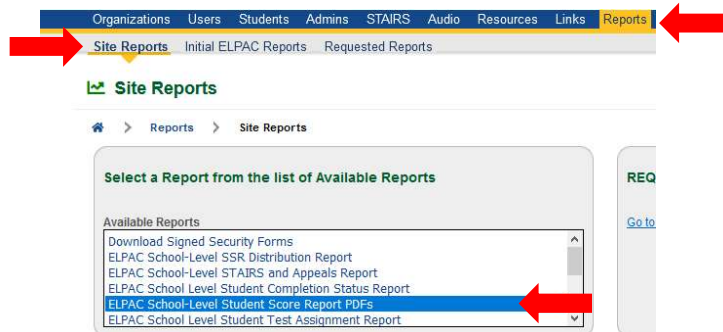
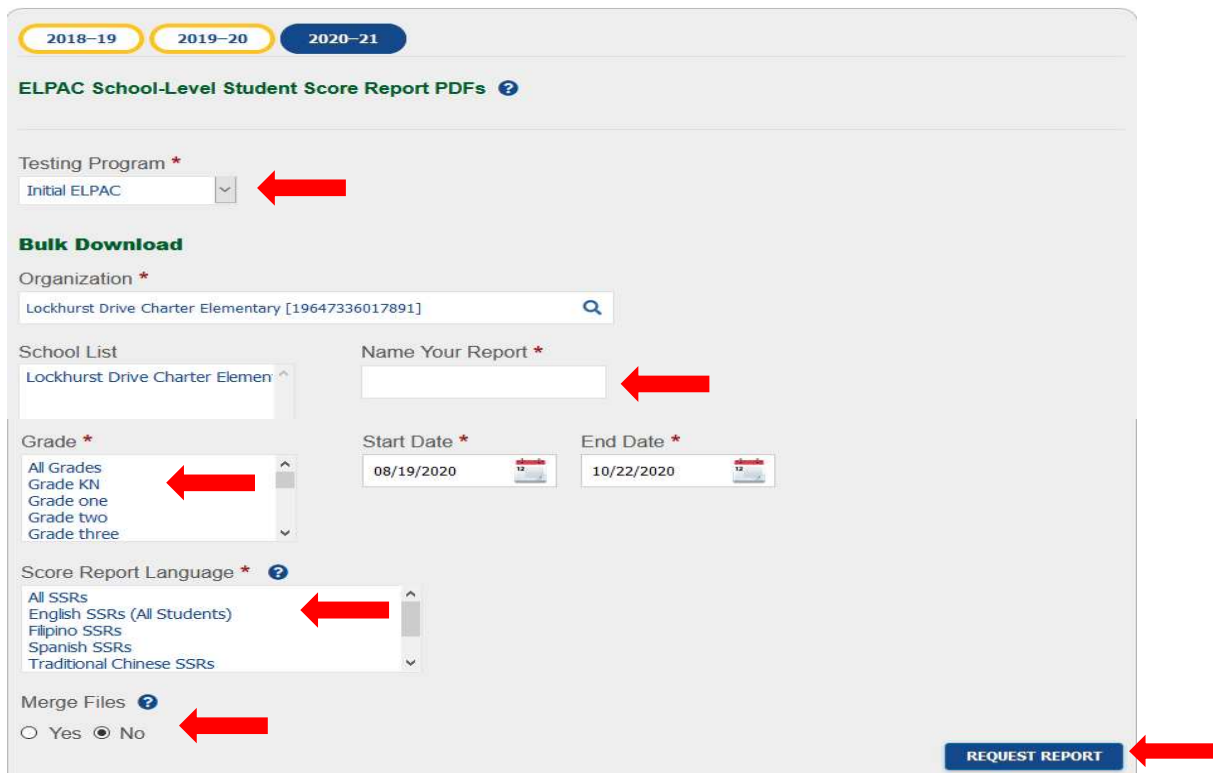


Downloading Student Score Reports (SSR)

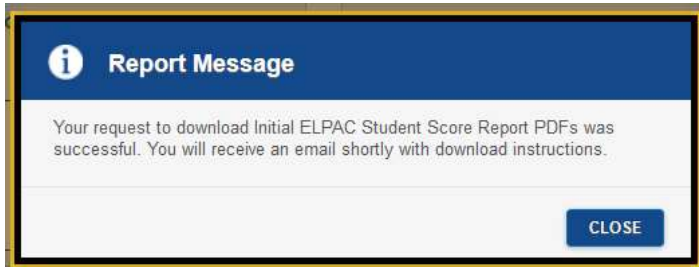
Step 1: On elpac.org log in to TOMS select your 2020-21 ELPAC Coordinator Role. Click on Reports and in Site Reports click on **ELPAC School-Level Student Score Reports PDF's**. Scroll down.



Step 2: In **Testing Program:** Select Initial ELPAC. **Name Your Report:** Add a simple short name ex: initial1. **Grade:** Select all or desired grade. Leave the dates alone. **Score Report Language:** All SSR's gives you both English and the available home language PDF or any of the selections available. **Merge Files:** Selecting Yes gives you 1 zip file with all PDF's mixed selecting No gives your 1 zip file with multiple folders one for each grade. Click on **Request Report**



Step 3: Once you receive the email click on the embedded link. Please note, this link expires within 24 hrs.



Dear Site ELPAC Coordinator:

Follow this link to retrieve the requested Initial ELPAC Student Score Reports (SSRs) PDF(s) in TOMS: [Initial ELPAC Student Score Report PDF\(s\)](#). **Note that this direct link will expire after 24 hours. Place another report download request in TOMS to generate a new link.**

Users requiring assistance with reports should select an option based on user role:

- **Site ELPAC coordinators** should contact the LEA ELPAC coordinator for assistance.
- **LEA ELPAC coordinators** should direct questions to the California Technical Assistance Center by phone at 800-955-2954 or by email at callac@ets.org.

Sincerely,

California Technical Assistance Center
Phone: 800-955-2954
Fax: 800-541-8455
Email: callac@ets.org
Website: <https://www.elpac.org/>

Step 4: Save and Download the Zip folder. Double click on the Org. folder to open and find folders by grade level which contain the SSR PDF's. Click on each PDF to view or print report. Please note, an individual's SSR can be searched using the student's SSID.

