

# How to View a Distribution Report: Student Score Reports

The SSR Distribution Report displays the student score report (SSR) options for all students registered for the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) for a local educational agency (LEA) or school. This includes SSR language preference as well as if paper SSRs were ordered.

- 1 Navigate to <https://www.caaspp.org> or <https://www.elpac.org>.
- 2 Log on to the **Test Operations Management System (TOMS)**.
- 3 Select the **Reports** tab.
- 4 Select the **LEA or Site Reports** tab.
- i* *Only applicable reports to your role and organization will be available.*
- 5 Select the **SSR Distribution Report**.
- 6 Select the **Download Report** button and download your report if you are accessing a school-level report. Select the **Request New Report** button if you are accessing an LEA-level report.
- i* *If you requested an LEA-level report, you will be routed to the **Requested Reports** screen. Your requested report may appear quickly or you may receive an email when your report is ready, depending of the size of your report.*
- 7 Select the link in the email to navigate to TOMS.
- 8 Select the **Reports** tab.
- 9 Select the **Requested Reports** tab.
- 10 Select the **Download** button to download the report.