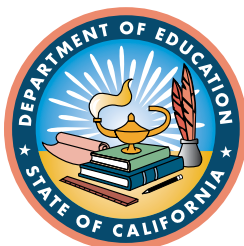


Coordinator Survey Report



November 2018



Introduction

The ELPAC Coordinator survey was designed to gather feedback and input on current ELPAC resources and deliverables that are available to LEA ELPAC Coordinators. Survey questions addressed level of awareness, usefulness of, satisfaction with, frequency of use, and likelihood of use of specific ELPAC related resources. Additionally, coordinators were asked to identify what additional resources they needed to assist in supporting a more successful administration and what resources they could use to support in communicating information about the ELPAC. This report provides a detailed summary of the feedback received.

Summary of Participants

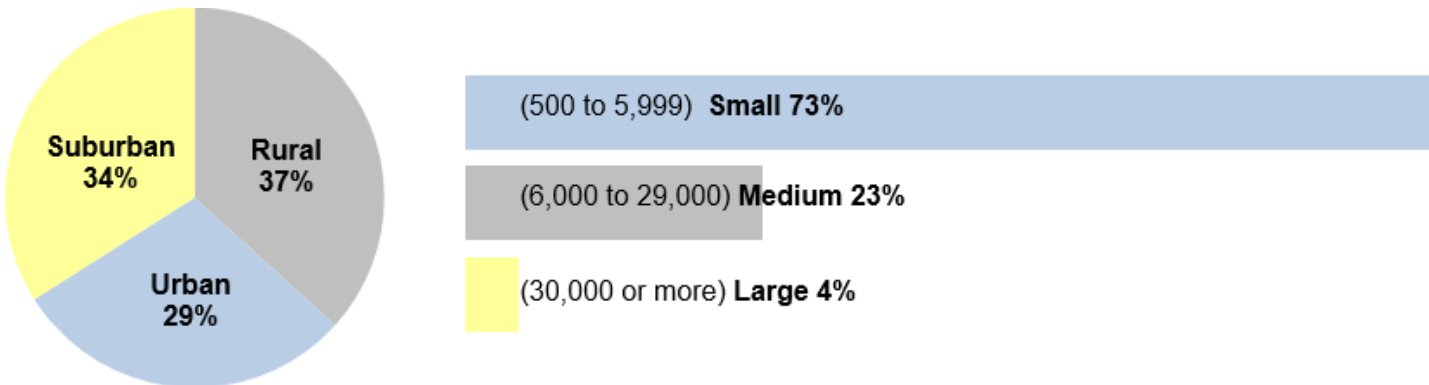
659 survey participants

The ELPAC Coordinator survey was advertised to LEA ELPAC coordinators via a direct email. The survey information was also sent out in the Assessment Spotlight communication during the month of September 2018. Out the 1,615 unique coordinators, 735 initially responded, but only 659 of those were actual coordinators. LEA ELPAC Coordinators received a follow-up email reminding them to fill out the survey one week before the survey closed on October 19, 2018. This reminder, along with the individual email, helped yield a high response rate.

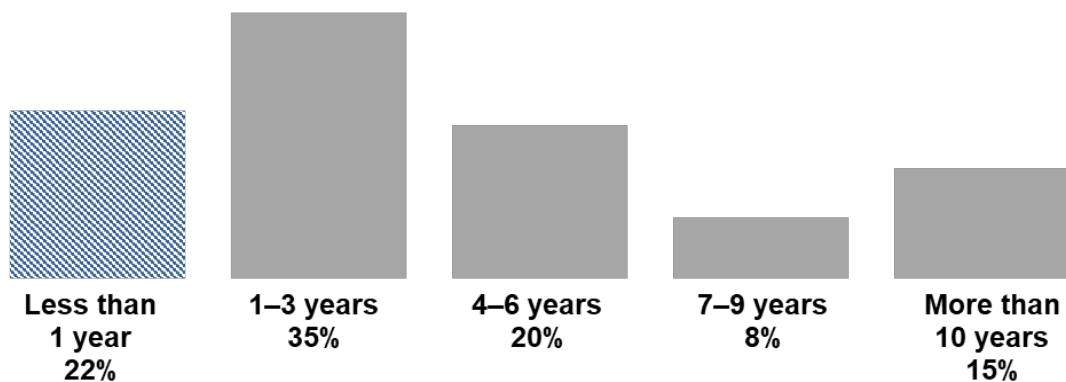
41% response rate

LEA Demographics

While participants were almost evenly split by LEA type, (rural, urban, suburban), almost three quarters of survey respondents were from smaller districts.



About a fourth of survey respondents, shown by the bar with the patterned fill, have been in their role for a year or less.



Additional demographic information is illustrated in Appendix A, Figures 1 through 4.

Findings

Satisfaction with Current Resources

- **79%** of participants are **satisfied or very satisfied** with the **amount** of resources available to ELPAC Coordinators.
- **81%** of participants are **satisfied or very satisfied** with the **quality** of resources available to ELPAC Coordinators.

When asked about their most preferred method of receiving information related to ELPAC:

- **89%** of respondents said they prefer to receive an **email** (e.g., CDE Weekly Update/Assessment Spotlight).
- **36%** prefer **ELPAC.org**.
- **28%** prefer an **in-person training** or **webinar**.

When asked how often certain methods were used to communicate with teachers about ELPAC:

- **74%** of respondents said they **often or always** use **email** to communicate.
- **54%** said they **often or always** use **in-person trainings or meetings**.
- **34%** indicated they **often or always** use **memos (hard copies) or printed information**.

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Over 200 survey respondents (30%) provided feedback to the open-ended question, “**What additional resources or support is needed to help you be successful in your role as ELPAC Coordinator?**”

The top areas addressed by respondents were:

- Training availability, frequency, and training resources
- TOMS and CALPADS clarification and support
- New resource ideas
- Guidelines for reclassification and explanation of rules and regulations
- Timely dissemination of resources, communication, and organization of information
- Videos, webinars, and online support
- Technical support
- Spotlight of districts and communication of best practices

The example comments below illustrate the feedback received and includes many of the topics mentioned above:

The ELPAC Academies are an important place where I receive information and through my Title III Regional Lead. ELPAC Academy 1 was extremely helpful introducing the task types to my colleagues.

I'd like to know what other districts are doing in terms of Summative testing, especially for K and 1st grade students. I can't wait until you share best practices.

The full text of all open-ended comments are provided in Appendix B.

Awareness and Usage of ELPAC Resources: ELPAC Coordinator Checklist

When asked about familiarity with the ELPAC Coordinator Checklist

- **48%** said they **use it sometimes** or **use it on a regular basis**.
- **26%** said they were **aware of it**, but never used it.
- **27%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **81%** rated the resource on usefulness as **good or excellent**.
- **91%** said they were **likely or very likely** to use the resource in the future.
- **83%** said they were **likely or very likely** to recommend it to a colleague.

Of those who were familiar, when asked how they learned of the resource

- **36%** said they learned **in person at a meeting or training**.
- **22%** said they learned from **ELPAC.org**.
- **20%** learned via an **ELPAC Update/Assessment Spotlight email**.

Out of all survey respondents, 65 (10%), provided detailed responses to the open-ended item, **“What suggestions for improvement do you have for the LEA ELPAC Coordinator Checklist?”** Most comments are centered around the following themes:

- Add specific dates along with the tasks or timeline
- Send through email or distribute to coordinators directly

Please send it directly to our email when we are designated as the coordinator.

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Awareness and Usage of ELPAC Resources: Notification of ELPAC Administration Letter Template

When asked about familiarity with the Notification of ELPAC Administration Letter Template

- **80%** said they **use it with modifications** or **use it as is**.
- **12%** said they were **aware of it**, but never used it.
- **8%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **83%** rated the resource on usefulness as **good or excellent**.
- **91%** said they were **likely or very likely** to use the resource in the future.
- **86%** said they would be **likely or very likely** to recommend it to a colleague.

Of those who were familiar, when asked how they learned of the resource

- **31%** said they learned from **ELPAC.org**.
- **22%** said they learned **in person at a training or meeting**.
- **21%** learned via an **ELPAC Update/Assessment Spotlight email**.

When asked if they used translations of the resource

- **89%** said they use the Spanish translated template.

11% indicated they use Arabic, 7% use Chinese (simplified), 6% use Vietnamese, or Pilipino (Tagalog), and 4% use the Chinese (traditional) or Korean translations. 11% said they do not use translations of this resource.

When asked, “**What suggestions for improvement do you have for the Notification of ELPAC Administration Letter Template?**” comments centered around the following areas:

- Letters are too wordy or too long for parents
- Availability in other languages
- Make it easy to access

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Awareness and Usage of ELPAC Resources: Score Report Letter Template

When asked about familiarity with the Score Report Letter Template

- **80%** said they **use it with modifications** or **use it as is**.
- **14%** said they were **aware of it**, but never used it.
- **6%** said they were **not familiar at all** with it.

When asked about the usefulness, future use, and recommendation

- **82%** rated the resource on usefulness as **good or excellent**.
- **93%** said they were **likely or very likely** to use the resource in the future.
- **86%** said they were **likely or very likely** to recommend it to a colleague.

Of those who were familiar, when asked how they learned of the resource

- **32%** said they learned from **ELPAC.org**.
- **21%** said they learned **in person at a training or meeting**.
- **22%** learned via an **ELPAC Update/Assessment Spotlight email**.

When asked if they used translations of the resource

- **90%** said they use the Spanish translated template.

11% indicated they use Arabic, 6% use Chinese (simplified), Vietnamese, or Pilipino (Tagalog), and 4% use the Chinese (traditional) or Korean translations. 10% said they do not use translations of this resource.

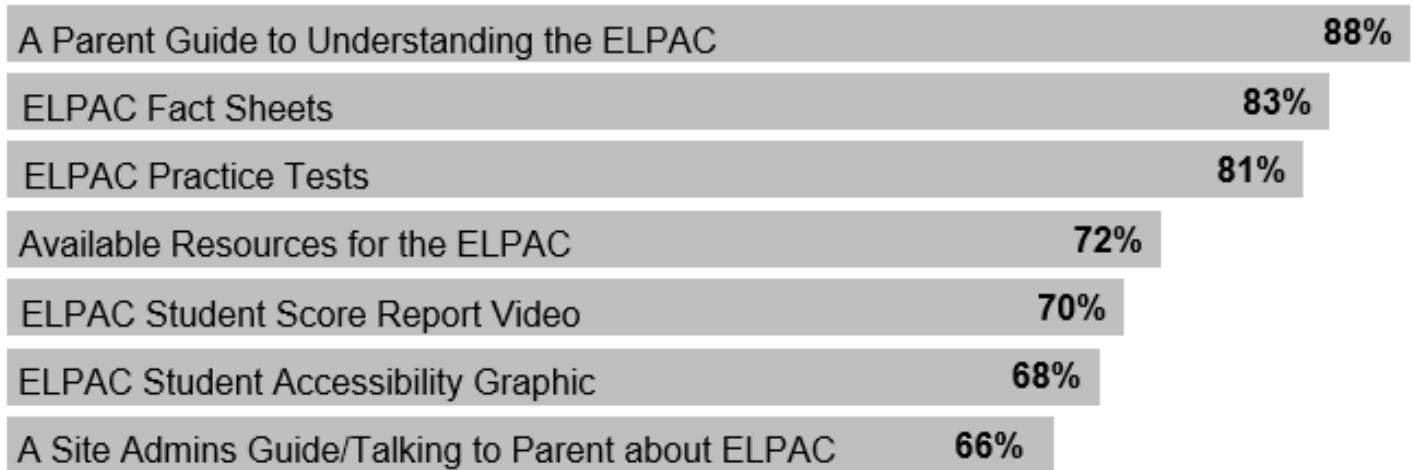
When asked, “**What suggestions for improvement do you have for the Score Report Letter Template?**” comments centered around the following:

- Letters are too wordy or too long for parents
- Make available in other languages

Detailed response information for each question is provided in Appendix A. The full text of all open-ended comments are provided in Appendix B.

Usefulness of Resources

Survey respondents were asked to rate the usefulness of specific resources.



A Parent Guide to Understanding the ELPAC: 88%

ELPAC Fact Sheets: 83%

ELPAC Practice Tests: 81%

Available Resources for the ELPAC: 72%

ELPAC Student Score Report Video: 70%

ELPAC Student Accessibility Graphic: 68%

A Site Administrator Guide/Talking to Parents about the ELPAC: 66%

Survey respondents mentioned other useful resources in the open-ended comment section.

The Quick Fact Sheet on Initial Testing was wonderful!

The full text of all open-ended comments are provided in Appendix B.

Summary and Recommendations

In summary, most of the feedback received from the ELPAC Coordinator survey was positive. Close than 80% indicated that they were satisfied with the amount and quality of resources for ELPAC Coordinators, and many provided suggestions for making the resources more accessible, timely, and easier to follow. Those suggestions included:

- Updates to the ELPAC Coordinator checklist to make it more user friendly with detailed due dates
- Using simplified language on all letter templates so they are understandable by a parent audience
- Ensuring that deliverables were released to the field earlier, to ensure LEAs had ample time to review and distribute them as needed

Based on the comments and suggestions provided by the survey respondents, the SCOE puts forth the following recommendations for future deliverables:

- Notify coordinators about available resources early and often
- Focus on creating simple resources for use with parent audiences

A complete list of all participant comments and suggestions is available in Appendix B.

Appendix A

Figure 1. Respondents from charter vs. non-charter schools

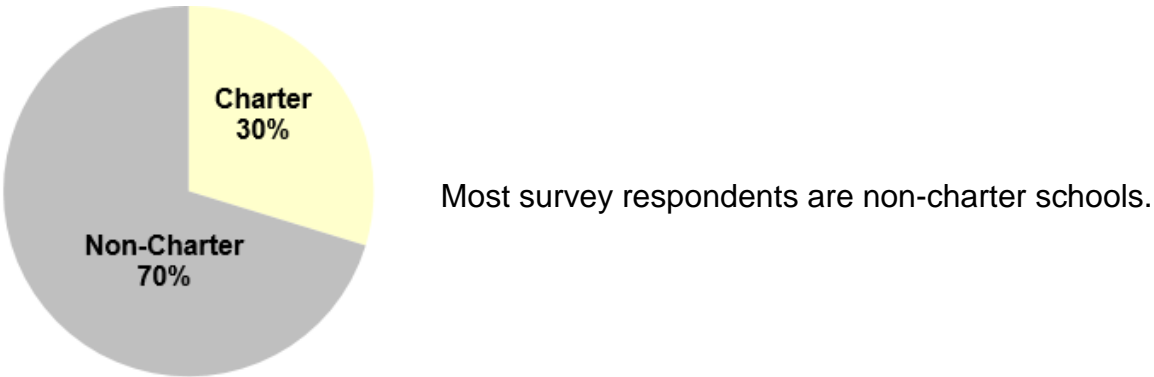


Figure 2. Respondents by schools' grade levels

Many respondents serve elementary and middle school students.

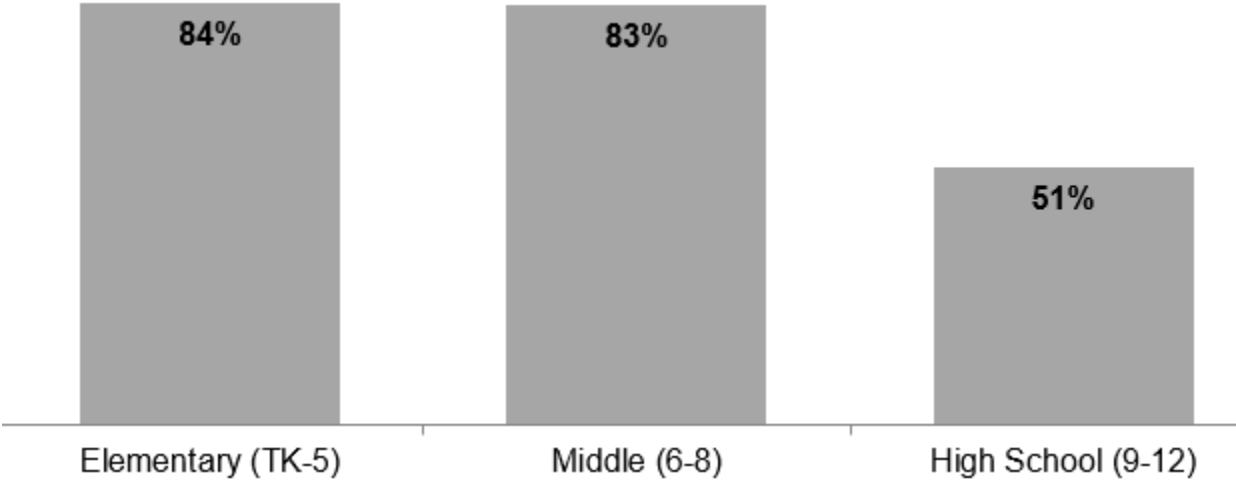


Figure 3. English Learner students

More than half have 25 percent or less English Learner students.



Figure 4. Respondent roles

Almost half of the ELPAC coordinators are also the LEA CAASPP Coordinator.

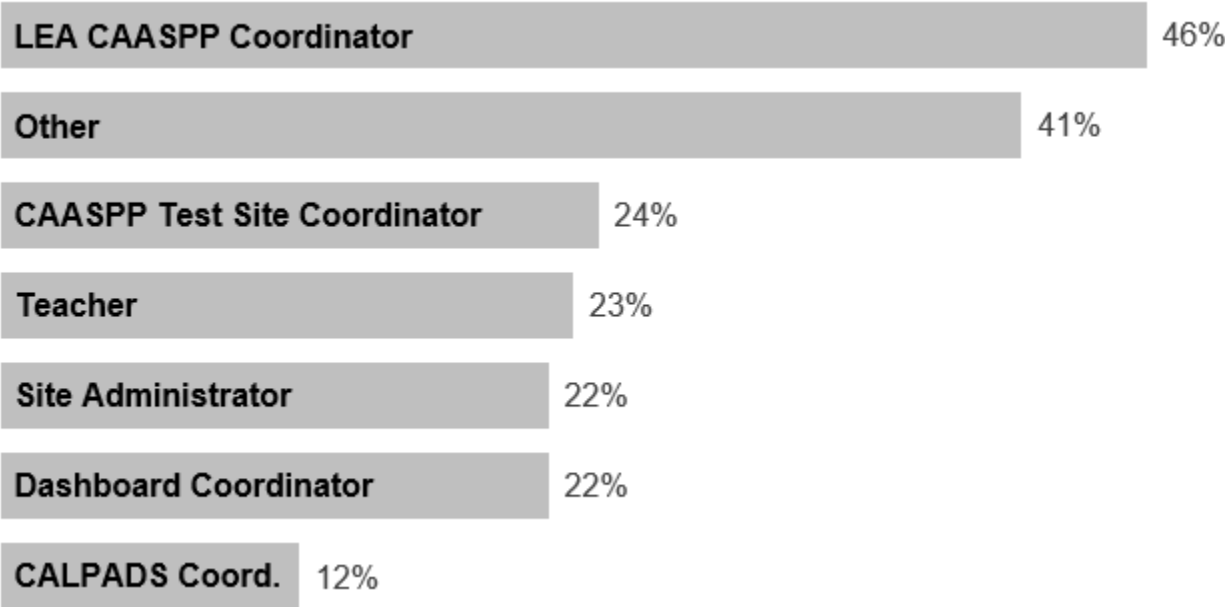


Figure 5. Satisfaction with current resources

Percent of participants that are Very Satisfied (VS), Satisfied (S), Somewhat Satisfied (SS), or Not Satisfied (NS) with the following statements.

The **amount** of resources (documents and videos) available to ELPAC Coordinators.

The **quality** of resources (documents and videos) available to ELPAC Coordinators.

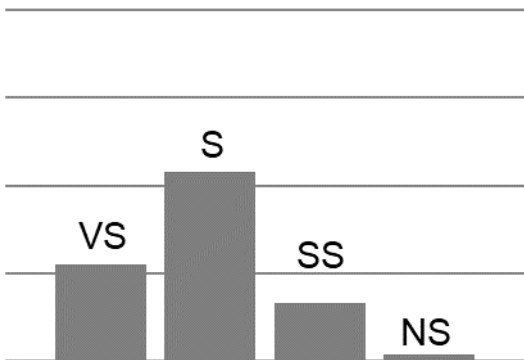
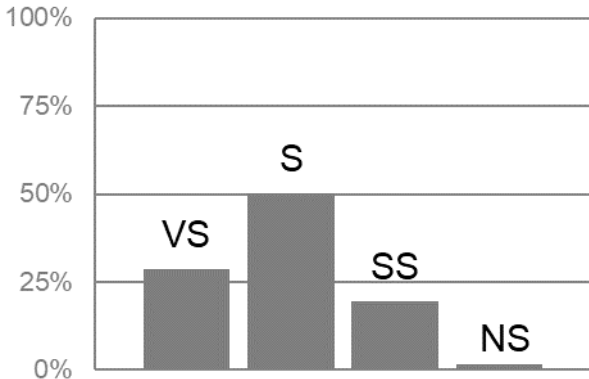


Figure 6. Preferred method of communication

The majority of coordinators prefer email as the method of communication.

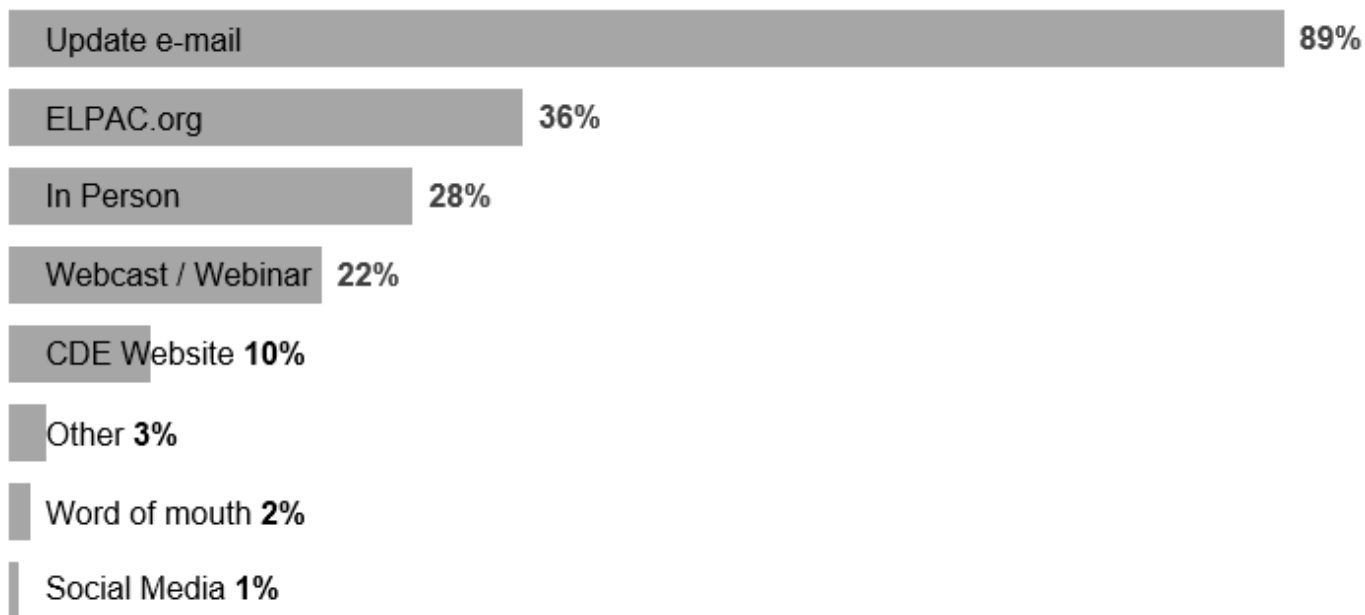
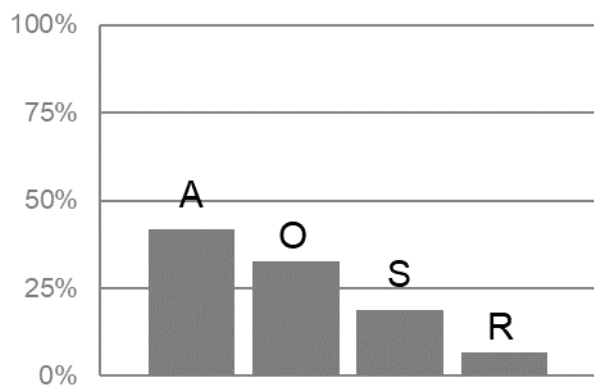


Figure 7. Frequency of communication

Percent of respondents that responded with Always (A), Often (O), Sometimes (S), or Rarely (R) to the following statements:

How often do you use **email** to communicate with teachers about ELPAC resources?



How often do you use **in-person trainings or meetings** to communicate with teachers about ELPAC resources?

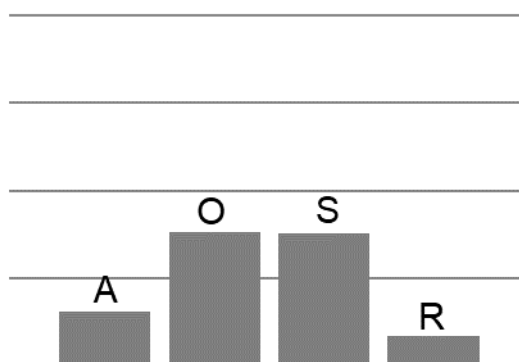
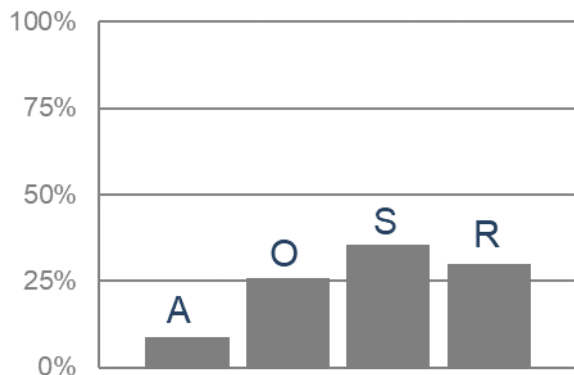


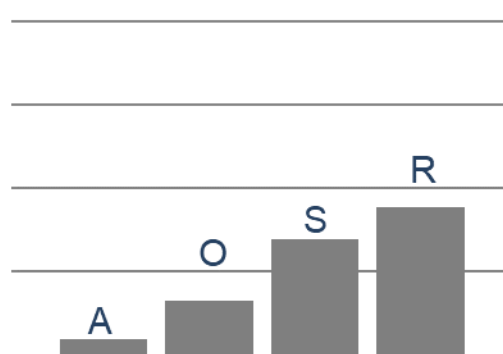
Figure 7. Frequency of communication (cont'd)

Percent of participants that responded with Always (A), Often (O), Sometimes (S), or Rarely (R) to the following statements:

How often do you use **memos/printed info** to communicate with teachers about ELPAC resources?



How often do you use **phone calls** to communicate with teachers about ELPAC resources?



How often do you use **webcast or web-based meeting** to communicate with teachers about ELPAC resources?

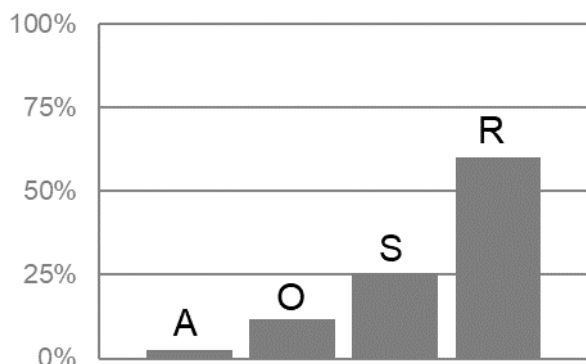


Figure 8. ELPAC Coordinator Checklist

Of those familiar with the checklist, most learned in person or via ELPAC.org.

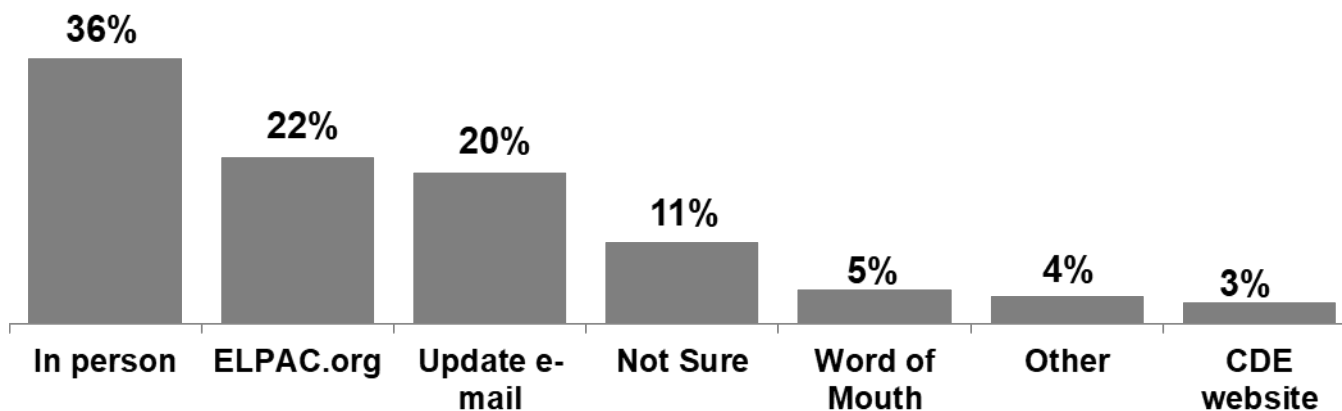


Figure 9. Usefulness of ELPAC Coordinator Checklist

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the ELPAC Coordinator Checklist.

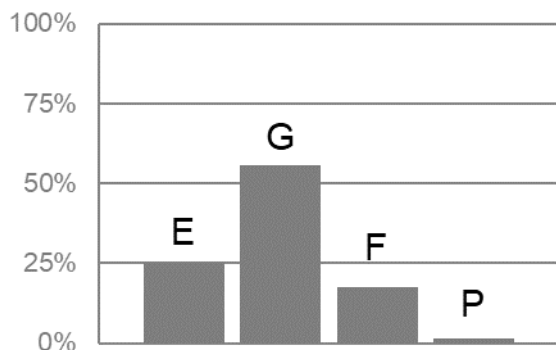
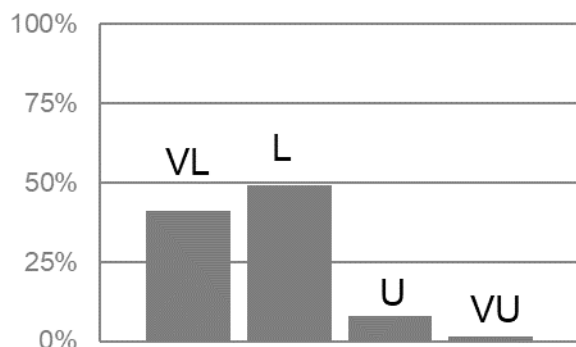


Figure 10. Likeliness to use/recommend the ELPAC Coordinator Checklist

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions.

How likely are you to use the **ELPAC Coordinator Checklist** in the future?



How likely are you to recommend the **ELPAC Coordinator Checklist** to a colleague?

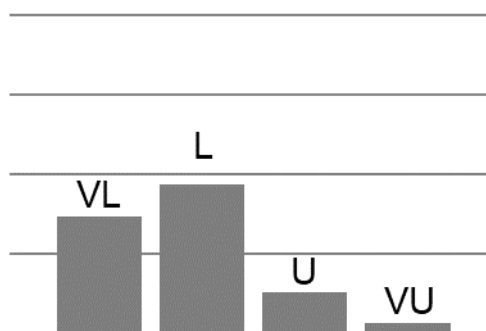


Figure 11. Notification of ELPAC Administration Letter Template

Of those familiar with the letter template, many learned about it via ELPAC.org.

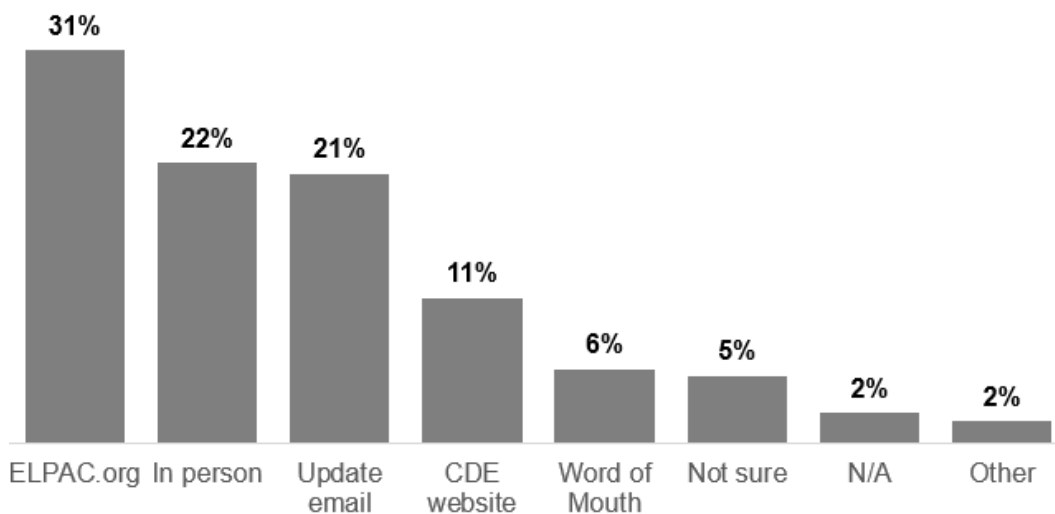


Figure 12. Usefulness of ELPAC Administration Letter Template

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the Notification of ELPAC Administration Letter Template.

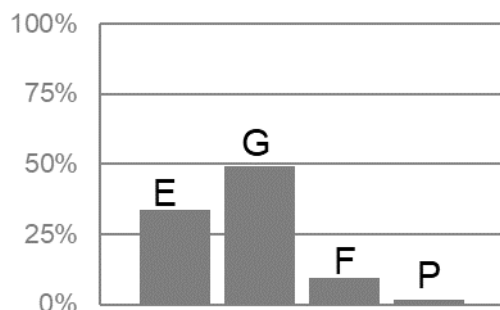


Figure 13. Likelihood to use/recommend the ELPAC Administration Letter Template

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions.

How likely are you to use the **Notification of ELPAC Administration Letter Template** in the future?

How likely are you to recommend the **Notification of ELPAC Administration Letter Template** to a colleague?

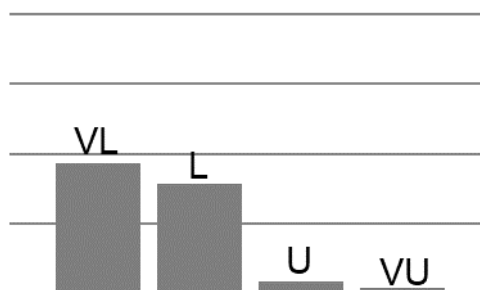
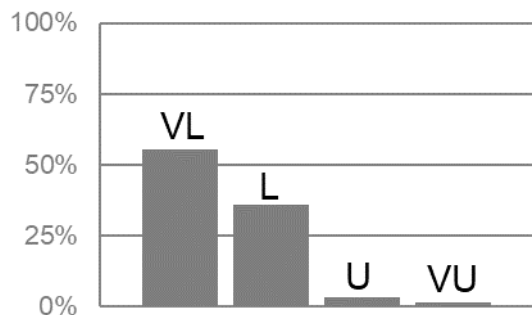


Figure 14. Score Report Letter Template

Of those familiar with the letter template, many learned about it from ELPAC.org.

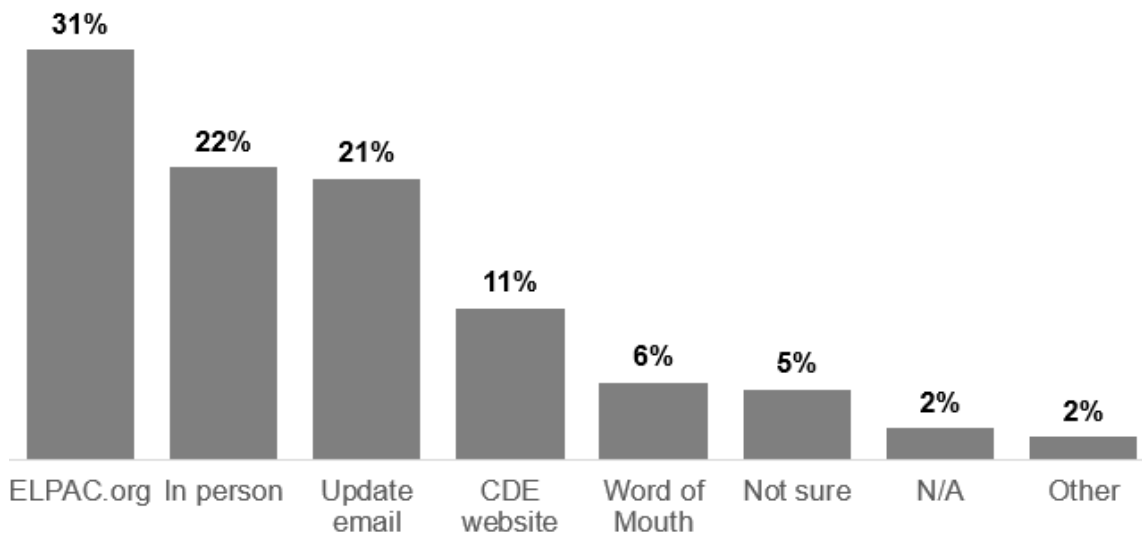


Figure 15. Usefulness of the Score Report Letter Template

Percent of participants that responded with Excellent (E), Good (G), Fair (F), or Poor (P) to the usefulness of the Score Report Letter Template.

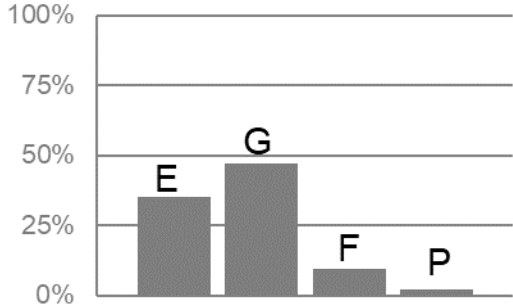
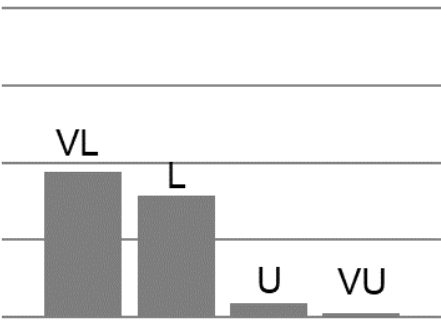
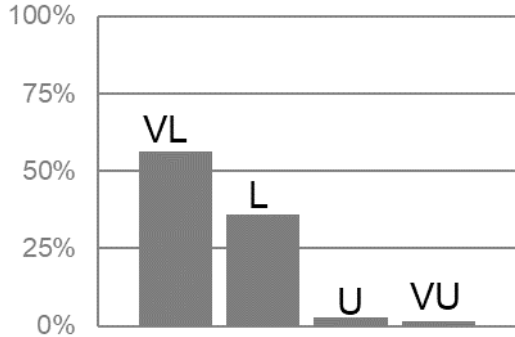


Figure 16. Likelihood to use/recommend the Score Report Letter Template

Percent of participants that responded with Very Likely (VL), Likely (L), Unlikely (U), or Very Unlikely (VU) to the following questions.

How likely are you to use the **Score Report Letter Template** in the future?

How likely are you to recommend the **Score Report Letter Template** to a colleague?



Appendix B

The comments listed below are verbatim feedback provided by the survey respondents. They have not been changed or edited in any way in order to maintain the integrity of the feedback.

If not at all satisfied with the amount of resources (documents and videos) available to ELPAC Coordinators, please explain why.

- Too overwhelming and hard to find when needed.
- As the LEA Coordinator, a new role for me, I am still learning about all of the resources.
- Just began position and unaware of the aforementioned.
- Too many emails. I get overwhelmed with all of them.
- Sometimes there is too much, and it is repetitive and does not highlight new information or changes.
- I would like to see more.
- Hard to find info on things like "What happens if we put the wrong date in the LST?" and calling the ELPAC help desk hasn't always been fruitful.
- Sometimes too many separate emails, hard to manage.
- More information is needed for navigating the ELPAC site.
- The downloadable videos for training Testing Assistants are difficult to save to the computer and replay.
- We started in July. Resources were still being developed in the transition from CELDT to ELPAC. The Coordinator checklist link wasn't available to download
- We would like a training platform that is more stable and user friendly than Moodle for coordinators and test examiners.
- It seems that the resources are spread all over...CDE, ELPAC.org and the notifications aren't direct to the coordinators. Seems that things get posted on the website and coordinators don't have a clue they've been posted.
- Resources seem to be available after we have had to create our own.
- However, we need more Spanish videos/resources to share with our parents please!
- A lot of the information contradicts itself.
- Difficult to find the help videos for administering and scoring ELPAC.
- I am still getting familiar with everything, so I do not know how many videos and documents are available to me.
- Website needs a search feature.
- I would like to have more tasks samples, on video or documents.
- We need a downloadable version of ALL documents: Answer Doc, Test Book, Examiners Manual.
- A lot of information, but I'm not sure what I need to know when.
- Some items are challenging to find, such as the Preliminary Overall Scale Score and Performance Level Student Score Sheet and the Conversion Table for each grade level.
- Missed the 8/6/18 webinar for coordinators. Missed the whole piece about having TBD in CALPADS in order to score students in ELPAC. The webinar is not posted and I didn't see other documentation for coordinator.
- Have problems sometimes with access to training on the computer.
- We need more technology.
- Access to use sooner to use.

- Good but some items need to be find at the CDE website and it is sort of confusing.
- We would really appreciate translated (at least Spanish) documents released at the same time as English documents.
- There is a lot of information.
- I need more resources in general. What is available is great, but it is not sufficient.
- I do not know anything about my role and how to support teachers, deadlines, basics, etc. I'm learning as I go and I don't have anyone to talk to about my questions.
- Honestly haven't used them but know they are there.
- Received a great coordinator training but would have been helpful to receive that training in July rather than late September.
- Just began position and unaware of the aforementioned.
- There are a lot of resources but they are not clear.
- While resources are plentiful, they are often overwhelming with description, lack key details, and often have you going in circles form one document to the next without ever finding the information you need.
- One of the initial videos was actually from the summative tests
- Some of the information is very confusing.
- Webinars weren't available until weeks after.
- I would like to see translations in other languages be accurate, I am talking specifically about the Spanish translations because that is what I am fluent in. The ELPAC initial report used a word that does not even exist in the Spanish dictionary e.g. aprendiente. And since this report was saved as a PDF, I was not able to correct the word before sending it to the parents.
Thanks.
- We would like a training platform that is more stable and user friendly than Moodle for coordinators and test examiners
- A lot of the information contradicts itself or not enough info.
- For actually administering the assessments, the videos and documents are very good. But, for learning the scope of the job as a new person, there were many gaps at the beginning of the year.
- It is not very intuitive. Some things on the website are time-consuming to deal with, especially when we have to repeatedly input our district.
- We need a downloadable version of ALL documents: Answer Doc, Test Book, Examiners Manual.

What additional resources or support is needed to help you be successful in your role as ELPAC Coordinator?

Training Availability, Frequency, and Training Resources

- Need more quick guides; the manuals are not user friendly or time friendly for coordinators who have multiple other roles.
- There are training sessions offered through a variety of sites, which makes it hard to figure out all that is offered. Limited training opportunities for coordinators. It's been very confusing. For example, earlier this year we were not selected as an LEA for rotating score validation per speaking on the phone with someone at ELPAC/ETS, now as of 7 days ago our LEA was selected! So now after receiving this info with deadlines just 7 days ago, I need to figure out what we do!
- I would love to have some training on how to score and interpret the summative ELPAC scores, and how the ELPAC scores and performance levels correlate to the former CELDT scores and performance levels.

- More training dates.
- Trainings.
- More seats available for training at trainings.
- Allow my district to send more than one representative to local trainings.
- More in-person trainings.
- It would be extremely beneficial to have Initial ELPAC trainings throughout the school year, especially since personnel often changes at the start of the new school year.
- Training on how to get reports from TOMS. Student files.
- I think the initial assessment training needs to do a better job of training HOW to score an entire test and enter scores into the LST. Right now it seems to focus solely on scoring writing and speaking....which leaves us in the dust in terms of figuring out how to hand score the entire test and getting it into the LST.
- Training at local county levels for small school districts.
- It would be helpful if the training PowerPoints were editable. It appears the intended audience is teachers and/or coordinators and some of the information does not apply if testers are only focused on testing and will not be using the information instructionally.
- I think the training is good but the timeline for the trainings are a bit off. The training for the coordinator should have been in July since some testing can begin on July 1.
- An ELPAC Coordinator training (local) would be nice. All of the trainings I have received have been just on how to administer the test, not be the coordinator.
- Trainings and being able to contact the help desk.
- It would be nice if resources and trainings were divided by level- elementary, middle, high school.
- We would like a training platform that is more stable and user friendly than Moodle for coordinators and test examiners.
- I would like that the testing training not be too far out before testing begins. For example, my training will be Nov. 6th but testing does not begin until after February 1st.
- In person at a training, conference, or meeting.
- Understanding clearly which state ELPAC trainings are mandatory and how often we should attend to be certified and trained test administrators.
- In person trainings.
- I missed the training for new coordinators. Is there any way i could receive the training?
- The ability to send more than one or two people to state training would be helpful.
- New ELPAC coordinator training. TOMS CALPADS training.
- The Moodle website for the ELPAC has not been easy to navigate and downloading videoing to train other staff has also proven to be a challenge. ETS/ELPAC should allow more site staff to attend the Trainer of Trainers for the Initial and Summative Trainings.
- Have more trainings, check-in more, be sure we understand it all.
- I would be able to be more successful if I had more in person training or a chance to speak with representatives if I have questions.
- Face-to-face trainings provide the best opportunity for me to learn. Please do not take those opportunities away, as that is the only way I have successfully worked through many of the problems our district has encountered.
- Separate administration training from coordinator training. The phone support is seldom helpful. The people answering the phone don't seem very familiar with the program they are supposed to be supporting.

TOMS and CALPADS Clarification and Support

- CALPADS/TOMS Issues.
- I would like to be able to access ELPAC score reports for individual students and the program in TOMS does NOT work. Basically I have to upload all scores each time a new score sheet is available. I would also like to see scores in CALPADS or TOMS for students who tested with other LEA's but have since enrolled in my school and we are now listed as LEA for the student.
- I need to be able to pull individual scores for students in TOMS.
- Making sure that Toms and or CALPADS is not down for maintenance during critical testing windows.
- Providing site ELPAC coordinators with access to more reporting features in ELPAC-TOMS. Currently, they are unable to download a batch file of ELPAC Initial Score Reports. Our site ELPAC Coordinators do it all and they need ELPAC-TOMS permission levels to support their work and ease the burden of the LEA ELPAC Coordinator.
- I would like to know and understand more about the relationship between CALPADS and ELPAC. There are a couple of redundancies we have right now that I believe will be ironed out soon. I'd like to know and understand them better.
- Support with SIS->CALPADS->TOMS.
- More in person training on how to use TOMS. I get a lot of information via email and on the website, but I would really prefer in-person training or workshop. Also, more training on the different reports offered in TOMS.
- Guidelines for coordinating with our CALPADS person so that we have EL students in TOMS in a timely manner.
- CALPADS use.
- It would be great to have some training in TOMS since this is the first year we are using it for ELPAC.
- Use different file names for the Summative ELPAC scored student data file extractions; combine all the various test months' Summative ELPAC scored student data files into one file for download; indicate which Summative ELPAC scored student data records have been rescored as opposed to merely a change in demographic data from CALPADS.
- I would like better reports with student results like TOMS has for CAASPP.
- Earlier training workshops and smoother CALPADS to TOMS transactions.
- We are now completely dependent on CALPADS so it's extremely difficult when the system is not available. Also, the content knowledge of ETS/ELPAC phone representatives has been very inconsistent.
- I did not appreciate having CALPADS down while I was finishing up ELPAC testing.
- Fix CALPADS so that TOMS is always available to enter scores. The CALPADS assessment field are still not up and running.
- To make sure that all systems are up and running when needed (i.e. TOMS).
- The biggest challenge for this ELPAC administration has been the issue with CALPADS data. It seems that more support is needed in this area.
- More training on scoring and uploading to TOMS.
- To make sure that all systems are up and running when needed (i.e. TOMS).
- Additional information regarding corrections to CALPADS. ELPAC data on the corrections does not match CALPADS SIM meeting information.
- If TOMS was a little more user friendly.
- More info on the technology aspect. How to enter EL scores into CALPADS. I also need an admin credential to access the EL info.
- I don't know anything about CALPADS so I've been going to my office manager to get help. She knows very little about the connection to ELPAC.org and TOMS. I still can't find a list of my EL students to test for summative and initial in ELPAC.org. I don't know how to fix this nor does my office manager.

- We have had a lot of trouble with ELPAC TOMS; we currently only have 92 total students in the system, though we have 266 current ELs and 623 students total. We are also still missing Summative ELPAC 2017-2018 scores for 4 students but have received an email stating that we should have received them all. Since our students are not visible in TOMS, we cannot download a report for that student. The CSV of our Summative ELPAC scores loads all information in a single cell, making it useless. It also does not include score information or column titles. We received 2 Summative ELPAC score reports with different scores for the same student and different test dates, but we only submitted one test for that student. We would appreciate guidance from the state on how ELPAC scores should be taken into consideration for reclassification of EL students (ex. 4 overall and in both oral and written subtests? "Well Developed" in all 4 strands?).
- I need more information about TBD! Do we remove it from CALPADS after the Initial and replace it with IFEP or EL? Do we leave it in CALPADS after the Initial and just add IFEP or EL? No I've talked to seems to know anything about the TBD status.
- More trainings/emails to clarify nature of uploads and extracts from and to CALPADS, the co-dependency between CALPADS and ELPAC TOMS
- Improve the communication between TOMS and CALPADS
- Having the LST be linked to TOMS has been problematic. TOMS shutting down the weekend before we needed to get scores in before the 30 days was very stressful. Also not being able to access, CALPADS for almost two weeks has also been very problematic.
- "More in person training on how to use TOMS. I get a lot of information via email and on the website, but I would really prefer in-person training or workshop.
- Also, more training on the different reports offered in TOMS

New/Additional Resource Ideas

- Clear visuals to share with teachers and families for (Special Ed) A checklist and timeline for coordinators (This might exist but I am new and never had a formal training).
- Phone access is vital. Being able to call the ELPAC helpline and get immediate support for any immediate issue has been very helpful.
- Step by step guide as to what needs to be done for Summative testing (1st, 2nd, 3rd, etc.).
- I think a flow chart of the procedures to prepare for testing would be helpful. I also would like to see "tips" when working through the website. The definitions for each role are also not as clear. This is probably my fault as well as I have not gone through all the resources as clearly as I would like. I believe a brief summary would be helpful.
- List of required forms or notifications that must be used throughout the year and templates of them (i.e. RFEP notification, interim ELPAC testing, etc.) along with deadlines for these documents.
- More information to inform teachers how to interpret results and how to use this information to guide instruction.
- You might already have these available, but resources to share with my ELAC parents as well as teachers. There are a lot of questions about what the future RFEP criteria will be.
- I need the coordinator booklet to look distinctly different than the student testing booklet.
- The two assessments are too different. There is NOT enough resources that explain the differences and how to compare. It leaves us confused and we can not explain it to teachers/parents because we don't understand it ourselves. We need consistent answers from ELPAC support when we call. We get one answer from one and a totally different answer from someone else. The scores are too different.
- A flow chart/timeline of roles and responsibilities with various elements (clarity in a visual format).
- PDF manual that I can refer to that clearly explains each test and purpose.

- It would be nice if all initial and summative resources could be summarized into one resource (handbook, website, etc.). Sometimes I find that I thought I had completed a task to only find that it needed to be completed for the other version of the assessment. It would also be helpful to have clear guidelines on communications with parents and reclassifications.
- An online checklist.
- Resources to support instruction on ELPAC Task Types.
- I see there is a checklist on the CDE website but I can't seem to access it via the link. It would be really helpful to have a checklist like this on the ELPAC website as well. Also, it would be great to have a general document for teachers that gives a concise overview of the ELPAC. Perhaps there could also be a sample test for each level that teachers can file away so they have an idea of how the students are assessed. A classroom teacher packet of sorts- with all the basics a teacher should know about the test and what to expect for their ELL students. An LEA could customize it for the district and make sure all new teachers have a packet when beginning work at the school. I find that a lot of teachers don't really understand the ELPAC and I don't have time to explain all the details to them since I work in multiple roles for my district.
- I think if we had a simple sheet with important dates and deadlines for the year would be good.
- Single sheet quick start guides, checklists.
- Better ELPAC Prep materials. IABs for ELPAC.
- On-going communication that gives us updates specifically this year we had a great deal of issues related to LST and TOMS. Annual timeline charts.
- I would love to have a very brief outline of dates and items that I need to be preparing for. As a classroom teacher, a cooperating teacher AND ELPAC coordinator it would be awesome to have a quick "cheat sheet"
- I would like a paper coordinator manual. I couldn't find the coordinator manual online and was very frustrated.
- More samples on the actual tasks for the different levels/ spans. The videos available on students taking the test are powerful, but can't be shown or used to raise awareness or practice the skills, so we are limited to the Sample Test. Resources out there are not matching those tasks yet, so we find ourselves compiling materials and creating look alike questions in order to train teachers and give students practice opportunities.
- We need a downloadable version of ALL documents: Answer Doc, Test Book, Examiners Manual
- step by step directions on how to create a mail merged letter with initial ELPAC results to send to parents
- How to order summative testing materials and how to access our results from last year.
- A "start here" checklist of what needs to be done throughout the year with deadlines, etc.
- Like a startup guide for when you take over the role of ELPAC Coordinator.
- Please create a simplified LEA Coordinator Manual, explaining timeline, reclassification guidelines and process for each Summative and Initial Assessments procedures.
- Annual Timeline or Checklist similar to the CAASPP LEA checklist.

Guidelines for Reclassification or Explanation of Rules and Regulations

- Better explanation on laws pertaining to being an ELPAC Coordinator.
- How to use the levels to inform instruction.
- Guidelines for re-designation.
- Re-designation support.
- It has been difficult accessing information about reclassification. Also, there have been times that I've had to call in to ELPAC.org for help in searching for a document. I feel that the website isn't always easy to navigate and can be daunting. There is much information that isn't given to us at the training and looking for it online can be difficult.
- It would be nice to have in writing the scores or levels a student should have to be consider for reclassification.
- More guidance regarding reclassification, parent notifications, state requirements
- More information about RFEP monitoring.
- Support for modifications and accommodations for special education.
- Additional help/direction for reclassifying students would be extremely helpful. I am fairly new to this position and don't know when or how to start this process. In general, more info on how and when to do something for people like me who did not have someone train them for the position and they are new.
- More guidance on reclassifying students
- Guidance on how to organize all data and paperwork collection.

Timely Dissemination of Resources, Communication, and Organization of Information

- It would be extremely helpful to receive the scores a lot sooner during the school year, in order to know which student.
- Resources offered before I need them- not after I need them. Timely information.
- Organized information and not just random emails. Seems so disorganized and random.
- Clearer and sooner communication. For example, I have to devise a budget and training calendar in the Spring before the school year yet news and updates for the next round of testing usually don't come out until a couple of months before testing.
- Two things - one is that often times things are posted on the CDE website versus the ELPAC website. It would be nice if everything was in one place. Also, the phone support is weak at best. When you call you get a different answer depending on who you talk to or they don't know the answers to most questions. It's very frustrating as it then requires a call directly to the CDE and it's difficult to get a person on the phone at CDE. Clear expectations.
- Consistent information (i.e. when calling ELPAC helpline, I receive different answers from different people); clearer emails about deadlines and more clearly presented information on the site (the ELPAC emails and the site are NOT user friendly).
- Please make things as intuitive as possible. Also, when you say that sites will be open on a certain date (like Moodle on 10/15) and then they are not, it is a bit difficult.
- Streamline communication. Send brief emails with bullet points to click for more info to enable QUICK review and options for details needed. ELPAC coordinator is a job I do in addition to my .80FTE job as Spanish teacher. I don't have time to dig through dense emails. Thank you. The checklist sounds great, but I haven't had a chance to review it.
- To be quickly updated on changes. To be properly informed on data that is coming out and how to access it.
- Ongoing communication and clarification.

Videos, Webinars, and Online Support

- Online access, webinars, videos, etc. I am in a remote location so online access is preferred.
- A video showing exactly how to merge your parent notification letters with the ELPAC scores. Having access to how your district performed overall on ELPAC.
- More webinars are needed to help me in my role as ELPAC Coordinator.
- Shorter videos on the ELPAC and how to use it as a classroom teacher for PD sessions.
- More webinars are needed to help me in my role as ELPAC Coordinator.
- Narrated training presentations/videos to use at Test Administration & Scoring trainings.
- I would like more examples of how to coordinate ELPAC testing and videos of student scoring to help calibrate with my staff.
- Training videos specifically targeting teachers who will be administering the test as well as students who will be taking the test.
- I would like to see more webcasts on preparing for and giving ELPAC. This year I felt unprepared with the LST as I was not in my my for a few months and it seems in that short time this came to surface. Also we get only 1 allotment for training and we need more because of our staff demographics it is helpful to have 2 people trained but are only allowed.
- I need to become more proficient at navigating the website and its resources. I am hopeful this will come with time.

Technical Support/More Support

- I call in when I have questions, but often do not get the answers I need especially on test scores questions. There should be a number I can call to speak to someone regarding scoring questions and no one has been able to refer me.
- Further refinement of procedures and directions for ordering, obtaining student scores, returning testing materials.
- A specific contact person who knows my site and can answer site specific questions.
- Better call center response from ETS; CDE Office of Language Policy to have answers in writing on any major changes...I have requested responses to my questions in writing from the Language Policy Office and they have yet to want to provide that...hmmmm? Why?
- Someone with whom to check in with each month to make sure I am on track, similar to the "induction" process which new teachers experience here in CA. As a new LEA Coordinator, I was instantly "behind" and didn't know what I didn't know to help me get ahead the first month of the school year. Now, I think I am caught up, but what if I am not? How would I know? It would be great to have a mentor the first year or two, just to check in with regularly. Thanks for asking.

Spotlight of Districts and Communication of Best Practices

- Networking and spotlight on what other schools are doing.
- I think it would be helpful if the Spotlight would target what coordinators should do week by week.
- Help convince schools that it is everyone's job to prepare students for the ELPAC not just the EL specialist's tasks and that even a few teachers from each school should be required to be trained in administering the ELPAC exam in hopes that teachers will learn from the testing experience and create a culture of helping our ELs instead of "Its the ELPAC Coordinator's job only to help our ELs." This will hopefully create more teacher "buy-in" and they will see the importance of getting involved with administering the assessment and hopefully push parents, students and all stakeholders as well to encourage students to do well on this state assessment.

- ELPAC does not offer best practices in designating English Language proficiency. As many scenarios the training provides in scoring, it begs the opportunity to go through "pretend" kids with "pretend" scores and practicing determining language proficiency. I understand that the district board is to set the guidelines, but since so much focus is set on calibration on scoring, determining language proficiency should also be calibrated, especially for our EL population, who are often transient. I was very frustrated not having such topics addressed the last training.
- Opportunity to chat with others in same role. I would love to network with other ELPAC Coordinators
- Best practices in other districts.

Additional Open-Ended Comments

- The ELPAC Academies are an important place where I receive information and through my Title III Regional Lead. ELPAC Academy 1 was extremely helpful introducing the task types to my colleagues
- Avoid sending emails regarding a situation that only pertains to some, yet include everyone.
- I thought the scoring on the TK K was unnecessarily confusing especially page 2 the Reading section.
- I think enough support is provided, please maintain it
- SSID Sooner. We can't pull them until around the 3rd or 4th week of school or we own the "no shows."
- Data Analysis.
- The regional meetings are good because we get a chance to network with other districts.
- Just began position and all information past, current, and future will better assist me.
- I have had very good experience when calling and speaking to a representative.
- Access to all scores from new students.
- I would like to be able to score initial assessment by hand. There are times when we assess and the SSID has not yet been created for the student. It would be nice to have a formula that we can use to be able to provide feedback for parents right away. I conduct initials during the summer and have one on one conversations with parents right after testing.
- There were many communications about access during the summer period, and still some blocking of access for our director. We recognize it is a transition year and hopefully will get better.
- I'd really like it to be straight forward - seems more complicated than it needs to be
- Clear directions from the state.
- More practice for grading writing portion. Ways to support our students with the new ELPAC examination.
- For emails to come to Secondary LEA Coordinators as well as the Primary LEA Coordinators. Otherwise I am needing emails to be forwarded from the Primary LEA Coordinator.
- We had an issue with returning materials. It would be great to have the same protocol as CELDT so that the ELPAC materials can be tracked on both ends.
- More on how to interpret and use results. I am hoping this will be a focus especially as we start to move into reclassification season.
- The systems need to not go down during student school days, or just after testing window opens (July 1-9th). The system (LST) needs to get updated more so that student who transferred out, no longer enrolled, or no-showed, do not keep appearing on our LST eligibility reports.
- Immediate email notification with CDE updates
- Access to results for students tested in other districts.
- The emails and the reminders that they contain are super helpful.

- An interim test that can be used to ascertain the proficiency level of returning English Learners who have not been in CA schools for years. We can't test them with the ELPAC initial and the summative is not until spring, nor are the summative scores available to us immediately. Students are being penalized for having been an English Learner, when they return here and are not given an option to be tested for proficiency allowing them to take an elective rather than an ELD class.
- Mr. Robert Cannon is our primary coordinator, and this year I am a Secondary Coordinator. The one thing I would appreciate is being able to download all the scores at one time. After our CELDT Retest reclassification we had approximately 2,800 EL students in our district. By downloading the monthly reports I have a total of 2,620 scores, and we are still missing some. A shipment was sent in June, and to date these scores have not been posted. Mr. Cannon received a listing of the scores for all EL students now in our district, and was able to upload them to our SIS. However, in reviewing his numbers and the ones that I have for our students who tested last year, we still do not align. It would be very helpful if we could get an accurate accounting of the scores from last year.
- Continuing to be an active member of my regional English Learner Coordinators Network (ELCN) which is Sacramento County Office of Education.
- It would be nice to have a "once a year" ELPAC LEA Coordinator, similar to CAASPP Pre-Test, training that covered all of the responsibilities, timelines, etc. The administration training that we currently attend is not for that purpose.
- How to order summative testing materials and how to access our results from last year.
- More information on Matrix 4 and how to use it
- Training at local county levels for small school districts.
- I would love to see practice exercises available to help students become more familiar with the types of tasks that will be required of them.
- Time.
- we need technology to support the program
- Charts/bullets of changes rather than long emails.
- I personally have way too much paperwork as the principal and superintendent besides being the teacher.
- You have been very supportive, thank you.
- We need a meeting, not a webcast, with the coordinators that organize the ELPAC to review the rules, and back end of data, SSR why we get them in batches and not in one batch when we test, data files in batches not in one file as we test, etc. have some sites explain how they organize their testing, this would be good for the new TC coming on board. Pre-id files, when are they pulled from CALPADS, etc. Have another meeting or survey at the end to review what can be improved for next year. CELDT was great as an example. On the calendar have reminds added for us to meet, pre-id files, ordering, etc.
- Sending multiple score files and reports is ridiculous. This needs to be improved. Also, the communication about RSVP has been horrible. I still do not know what to do.
- Knowing what information other departments have regarding ELPAC (i.e. those responsible for CALPADS).
- More local trainings.
- I sometimes find out about new resources, documents, flyers, etc. on accident, as I am searching the CDE or ELPAC website. Would it be possible for them to be announced, monthly, in the Assessment spotlight email? or in a separate email with the subject header: "new resources."
- The way in which you consider this test to be valid for Deaf students who do not access English orally or aurally.
- I strongly believe this training can be conducted prior to the start of the new year.

- I'm confused about all the different online reports available, I wish there was a "snapshot" picture of the report next to the description.
- TAM available November 1; October would be better.
- I think the trainings on administering the ELPAC are effective; however, when it comes to the paperwork (i.e. sending results to parents and letters re: initial assessments) and entering of data, I felt lost. Last school year was my first year doing all this and I felt like I had to triple check myself to be sure I was taking all the right steps. I learn best by seeing what needs to be done. The ELPAC customer service has been extremely helpful for me.
- Timing reminders on ordering at beginning of year for initials.
- Possibly a forum for questions and answers, as I often have questions and I'm not always certain where to turn to for answers.
- I'm getting all the support I need from ELPAC supporters
- Determining language fluency. More concise directions as an RSVP school.
- Clarity on how to access the ELPAC scores
- A higher benchmark for students taking the initial ELPAC to ensure students did not IFEP when they would greatly benefit from some early ELD instruction. Valuable time will be wasted in order to change this status before the summative assessment in the spring.
- It would be nice if after the email, the information could still be found by topic on one of the websites
- make it much easier to get logins and get onto ELPAC sites - terrible affidavit process
- A timeline of events or job description would be helpful.
- I think we are successful. Thank you!
- Details on job responsibilities for first time coordinators
- The account authentication process needs to be more than a 30-minute window.
- More on packaging tests and mailing
- How to enroll test examiners in Moodle to complete the calibration quizzes (and pass them) after in-person training. Also, the Moodle Practice quizzes give immediate answers (feedback) but Calibration quizzes have to be taken over and over and are randomized, sometimes resulting in taking them over and over.
- A list of steps to get started from beginning to end.
- Basics we should know
- At this point, I am still learning what I don't know. A one-page summary of available resources might be helpful.
- Better leadership on what to do with results.
- Less data in the news briefings that come out as I skim them and often miss important announcements like, annual testing window orders are open now.
- In my situation, I would really appreciate time to digest it all. I'm always playing catch up.
- From ELPAC I would appreciate consideration of time. I was very disappointed this year.
- Time!
- In the past we created CELDT teams for summer testing. This did not disrupt the school day and we could train less people to get the testing done. We now have to train classroom teachers. Our need for test admin has tripled, yet we have only 6 trainers. We could benefit from having more trainers approved.
- Easier method to download scores and reports. There are too many things you have to click and type in and if you miss one the form resets and the webpage goes to the top. You have to reenter your lea name each time for each download. The system should know what LEA I am with.
- More translated parent letters and also a letter template for IFEP students to send home with the SSR.

What suggestions for improvement do you have for the ELPAC Coordinator Checklist?

- It's not so much the checklist that is needed, as better training or information that is consistent in one place and more frequently provided. One Coordinator training is not enough and not knowing if it's archived is not often known up front.
- Using it for the first time this year. No recommendations at this time.
- Perhaps the layout could be easier to read.
- This is a great resource! I only recently found about the checklist when attending the training. If a new coordinator follows the checklist, they will be successful and knowledgeable of what is required as a coordinator.
- Set dates in the "Task" areas. For example, in order ELPAC Summative materials, placing from what dates to what dates.
- As with the CAASPP Coordinator checklist, I use this as a starting point to be sure I don't forget critical timelines and action items. I use this to create a district specific and site ELPAC coordinator specific document with timelines and protocols.
- No Suggestions at this time.
- Edit the information.
- For me, the checklist is visually overwhelming. There's too much for me to do. I prefer a timeline. That way I can put important dates and tasks into my calendar. But - maybe I don't fully understand its intended purpose. Maybe it is more useful than I think.
- When I look at it, I'll let you know.
- I do not have feedback, I will try using it first.
- It would be helpful to add a link to the checklist in the approval email sent out to LEA coordinators after the Superintendent approves your roles as CAASPP coordinators. The same could be done for Site Coordinators. Another option could be to add a link to the checklist with a welcome as LEA and Site ELPAC coordinator email.
- Too much info.
- Being new, it is very helpful; however, it would be helpful for all LEA ELPAC Coordinators.
- Send it directly to our email.
- Needs to be more visually appealing.
- Simplify. Too wordy. Get to the point. The idea of helping our ELL's is to simplify and get ideas across. Why not follow that example?
- Shorter.
- I am new at this position so I find it very useful. I'm sure that after a year a may have some suggestions for improvement but for now I use it often to guide what I do and when I do it.
- Add dates for the items that have dates associated with them.
- The approximate dates for items to be completed should be on the checklist rather than just "Before, "During" and "After"... Item #4 is not helpful because items could get posted any time and if coordinators are not notified via email, it's just guessing game as to when to look.
- Is this an electronic checklist? I have a long, overwhelming, and repetitive version on paper.
- I'd love for a checklist that includes everything, not just for "Successful Administration of the ELPAC Summative Assessment"!
- The information is very repetitive. We are a one school district, and have one person in charge of all things related to the district and site. It would be nice to just have one document to check through for smaller districts like ours.
- Send it out before we created our own.
- Promoting the check list through email with a link to it to all LEA ELPAC Coordinators registered.
- I can't seem to view it so I don't know...
- Color code.

- Organize it by month and actual dates that are updated every year. In it's current state, it's conveying common-sense time frames that are vague, but having deadlines in one place in chronological order would be more helpful.
- Timeline format would make it easier for me understand and follow.
- Timeline with recommended dates would also be helpful.
- Shorten it.
- Add annual timeline column.
- None at this time. I am still learning everything. And, although it was very helpful to see it for the first time at the New LEA Coordinator Training near the end of September, it would have been so much better to see it last Spring when I took on this new job or even on August 10th, when I began this school year.
- Allow LEA's to add and adjust coordinators and those who should have access, without having to go thru the Superintendent's office.
- This is my first year as a coordinator, so I haven't had much opportunity to use it yet.
- Since I serve as the LEA Coordinator, and also the only administrator of the test in my district, I am much more interested in a checklist for administration steps. I find the coordinator checklist useless as those are all things I automatically do.
- The checklist is overwhelming because it is so long. Many of the steps seem like they could be added to another step or eliminated because they are redundant or self explanatory.
- The checklist is fairly basic. Experienced Lang. Prof. Admins may already have created one. For newer coordinators, a more detailed timeline for implementation, including required notifications, would be useful.
- Give access to secondary coordinators and/or site coordinators.
- It's a helpful tool for those new to the position.
- The layout is overwhelming, but maybe necessary.
- We would like to make the edits to the checklist, so if the document was shared as a editable document (e.g. Word), this would make the process easier.
- Specific dates of when something should be worked on.
- To make it easier not to have to sign the Security Agreement. I don't know why I have to sign it more than once a year.
- Push it in through email.
- It is lengthy, anyway to shorten would be appreciated.
- Again be able to check the deadlines posted on the calendar, pre-id labels when those will be pulled from CALPADS, etc.
- As mentioned above, the training must be done prior to anyone coming on board to this new role. I had to figure things out on my own and call the ELPAC Support hotline for every little item I encountered.
- So much of the checklist timeline is "before". would be nice to have a more general idea of when it needs to be done (e.g., when it says order materials, indicate what month the ordering window is). It's not helpful to have to go back-and-forth between assessment spotlight emails and the checklist and fill things in.
- The checklists are extremely long and overwhelming. It is challenging to keep up with items such as these when this is not the only department I oversee.
- Making it more user friendly with less words. Simplify.
- I would love to have some recommended dates on the left-hand column of the checklist.
- Make it easy to obtain from the website www.elpac.org
- I marked unlikely to recommend to colleague because I do all things ELPAC and use this for me only.
- Create an Initial ELPAC list
- Complicated and lengthy but probably necessary for newbies.

- I'm not sure yet, I haven't used it. I am looking forward to using it prior to get ready for the summative.
- It would be helpful to limit blocks of time a bit. I know that window is broad, but there are somethings that could be tied to months/weeks before testing, etc. Right now, I believe it's before, during, after.
- It's probably difficult and perhaps not feasible, but adding suggested timelines/deadlines will be great.
- Make it electronic in Google and allow it to be edited so you can check things off the list.
- I don't understand most of the things on the checklist so how can I get it if I don't know what it is or what it means.
- The checklist is not the issue, it is the amount of preparations needed that are the challenge
- A more consolidated version of the checklist
- I am a coordinator for a small district and I personally complete most of the task, so I don't have a big need for the checklist.
- Simplify it visually.

What suggestions for improvement do you have for the Notification of ELPAC Administration Letter Template?

- Need Punjabi
- Offer translations in more languages that represent different CA districts
- Sacramento has a high Slavic population. My school is predominately Slavic students including recent immigrants. Russian translation would be extremely useful.
- An Armenia version of each notification letter would also be useful.
- Would also like these letters in Armenian, Farsi and Punjab.
- Its a difficult template to manage.
- Make it more accessible. I had to find it by researching on the web.
- Use basic simple language that translates easily.
- I wish there was a short paragraph in simple English to tell parents what they are about to read, then move into the complex English and the state laws.
- We have a very large Arabic population and would like all templates in this language. We had to translate in house.
- Make it more parent friendly to read for parents who have limited education. Use common words in Spanish for them to not feel overly-whelmed while reading the information about their child.
- Less words! It is difficult for the parents to read that much information.
- I am just thrilled that there is a new template for the ELPAC assessment. I attempted to look for one this year on the website and even called in for help, but the person I spoke to did not know where to direct me. Now that I know that these templates exist, I will definitely be using them. I only need to locate them.
- We revise it to fit our needs as a district.
- Again, too wordy for parents. Simplify so that all can understand the intent of the letter.
- Mention scores are part of what is used to move students up a level or to re-designate them
- I spent A LOT of time on ELPAC.org and CDE website looking for letter templates, and this is the first time I have seen this one. Again, a lot of resources but poorly organized.
- More information sent out to coordinators.
- Both letters need to be available in additional languages. My parents need the letters in Armenian and Russian in addition to the available languages.
- Simplify the instructions.

- More user friendly.
- My suggestion is to add a video on how to merge the Excel student ELPAC scores to the Word template.
- Timing of information to the district should be prior to school starting and not two months into the school year.
- Shorten it. It is too long right now.
- It's very wordy. It reads more like legal obligation than genuinely communicating why and what we're testing.
- I think that they need to be more concise. I fear that my parents since this very long document and just put it away without really reading it. It is very overwhelming.
- Additional language translations: Hmong, Farsi.
- Vietnamese templates always so late that we have to translate in-house.
- I would like to have a Hmong and Russian translation available for all ELPAC letters.
- It would be great to soften the language, if possible, while still including the required components.
- If you could provide clarification as to the legal requirements. For example, what are the legal requirements for notifying parents of the summative? Is it a courtesy or a requirement?
- We were not able to access it from the ELPAC website. When we click on it, it is blank. We would LOVE to be able to access it and use it in the other languages.
- I didn't know that was available. Our district wrote our own notification of score letter. Now that I know these resources exist, I will use them.
- We could use a Punjabi translation for both resources.
- More languages please! Also less unnecessary information that will just confuse parents.
- Don't sound so fancy! Use less "education-speak".
- Make the template more user friendly to make modifications and personalize it to each District needs.
- More languages. We need Punjabi.
- Spanish needs to be available immediately.
- Need more languages.
- A major question I have is- Are we required to create a space where we write in the student name and specific scores for each domain, as was required for reporting the CELDT scores to families? In the past, our auditors have always ask for the letters of specific students but now the letter is more generic (with scores attached).
- I have a limited role with at our district with ELPAC. Our site coordinator Leslie Clark is the super user, trainer, site coordinator, expert.
- Include a Russian translation.
- More parent and student-friendly language. Translation of student score report in Spanish or create a template for what the headers on the report mean (we created a PDF in Spanish for this).
- The language used in the translations is very academic and difficult for parents to understand.
- Be more easily accessible.
- None at this time. We adjust ours to be specific to our district.
- I know that there is required language to meet program regulations, however, not parent friendly.
- Less words to read, more bullet points or a breaking of the text
- The student score report should have the student mailing address on it. We translate the letters in house in Spanish and Chinese
- Would like to see translations into Hebrew, Russian, Japanese, Telugu.

- They do not smoothly merge. I had to input by hand every field in the first letter, and only then did the information flow into the other copies. Seems to be a pretty big glitch.2) They are too wordy and cumbersome for many of our families to understand and that is a shame. 3) All the places where Edcode is cited would be great for a University class, but definitely not "friendly" for families. Maybe a link could be included for anyone who wanted to go and find all the citations, but I doubt it would get used very often.
- I understand so much information has to go to parents, but it is long and expensive to print, stuff and mail. I also understand that many families are without emails.... but for a district that is going green it sure defeats the efforts.
- There's so much LEA coordinators have to do between the training and materials etc. I'm not very motivated to try and figure out where these documents are available to download. Can you make it an option in the dropdown on the ELPAC website - using TOMS secure login with the link.
- We've heard from the parents the letters and information are always too lengthy, confusing, and do not under the text. If parents want more information they can schedule a meeting, ask at parent/teacher conferences and/or call. Many of the mailings aren't looked at, students get to them first if they aren't doing too well and assume it's a progress report or get stuck with junk mail piles.
- More variations of Arabic would be great.
- I'm not able to access them because I can't find my EL students in ELPAC.org/TOMS.
- More languages, please (Punjabi).
- I don't have any suggestions for improvement.
- Make sure a qualified translator is using the appropriate language for all words on letters and videos.
- More languages.
- Edit it to contain fewer words. As is, few of our parents will read it.
- Include translations in Arabic & Urdu.
- Understanding how to access them and use them.
- Both letters can be confusing for families, and we do try to take the time to explain them at parent meetings. With testing jargon, there may always be confusion, but my suggestion would be to have actual parents who are unfamiliar with ELPAC or California schools review the letter and note their points of confusion. They may be a great guide to making the letters a bit more comprehensible for families.
- Getting things into a single sided one page format is important to me - to save postage on mailings, I like to double-side print items. I also believe it more likely to have parents read items that are single page.
- Provide it in Russian and/or Ukrainian.
- I would like to see resources for Punjabi speakers.
- Make it easier to find in the website.
- I'm not sure if parents receive the LST results at their home address. This might be a good practice for both state and school.
- Release Spanish translation alongside the English! In my county, we realized that we were all translating ourselves. Seemed like an unnecessary action (and cost) to be duplicating state-wide!
- Do you have one in Japanese? And Portuguese?
- Show it side by side or under each other to the English one so I can copy and paste since I don't read Spanish all that well.
- Show how to access it during trainings.

- Affidavit process is a pain - time-wasting mess. make login process easier. make letter templates easier to find and use - but really, put whatever is needed on the score reports so that we don't have to add all this other stuff.
- I'd love the uploading of information to be more user friendly.
- More languages—Japanese.
- We have had need for Russian and French translations.
- Punjabi translation.
- So far is working for us and our parents.
- Have translations ready as soon as the English is posted.
- Please have Hmong translations!

What suggestions for improvement do you have for the Score Report Letter Template?

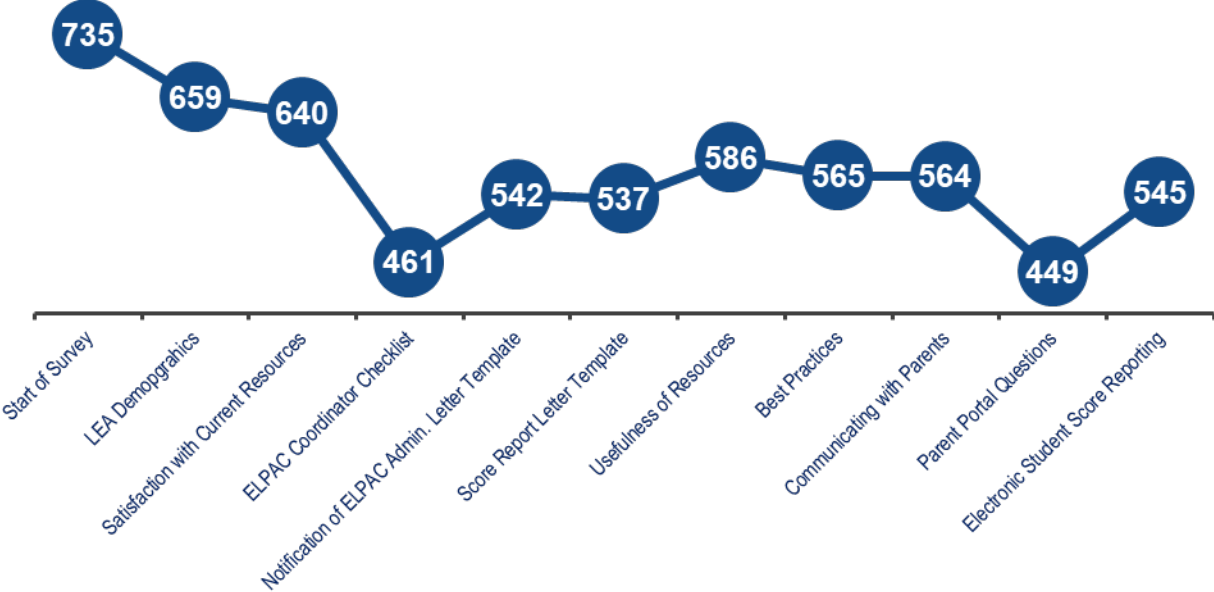
- Need Punjabi.
- Have a template to notify teachers of Initial Score report results as well as what they mean. Leave room for a comments section where we can put informal primary language assessment results. We could use that as an introduction of the student to his/her teachers.
- Russian Translation.
- A breakdown of the passing score range would help parents, understand the report.
- Add additional languages to the score report
- A video showing how to merge the ELPAC scores to your LEA's letter.
- I'm not sure, I just rewrote it to fit my needs.
- Use basic simple language that translates easily.
- We have a very large Arabic population and would like all templates in this language. We had to translate in house.
- Less words! It is difficult for the parents to read that much information.
- Since I have not used this template before, I will need to actually have it before I can give you any feedback on it. At our LEA we typically change the wording to fit the needs of our school community.
- We revise it to fit our needs as a district.
- I had trouble printing from TOMS. Took a while to figure this process out. None of this is in the trainings I attended. I was able to print one at a time. I wonder if it is possible to print several at once?
- Mention scores are part of what is used to move students up a level or to re-designate them.
- The exact same wording is on the score report itself, so it seems like a waste of paper, which we should all be mindful of.
- I would love to see the annual notification set up just like the initial notification. It was great to have all the data and just mail merge the letters.
- Make sure the student's name is properly capitalized.
- more specific ways parents can help students with each domain.
- My suggestion is to add a video on how to merge the Excel student ELPAC scores to the Word template.
- The Bilingual Programs need to be better explained with more detail.
- I think that it would benefit from being more concise.
- Offer more translations other than Spanish.
- Vietnamese templates always so late that we have to translate in-house
- I would like to have a Hmong and Russian translation available for all ELPAC letters. A second side with the information about how to read the score report on it as found with the printed report.
- Making it more friendly to enter scores or just keeping it simple. By doing a overall level of where their child stands.

- It would be great to soften the language, if possible, while still including the required components.
- It is terrific as it is, thank you!
- Don't sound so fancy! Use less "education-speak".
- Make the template more user friendly to make modifications and personalize it to each District needs.
- More languages. We need Punjabi.
- Spanish needs to be available immediately.
- Need more languages.
- Clear options for small districts with very few ELs that do not offer the complete menu of programs.
- On our initial report letter, I included boxes to check that said either IFEP or EL (with a short explanation of each), and we check the correct one based on the scores. Sometimes this helps clarify the results for the parents.
- Include more resources.
- Translation of individual student score report in Spanish or create a template for what the headers on the report mean (we created a PDF in Spanish for this).
- The language used in the translations is very academic and difficult for parents to understand.
- Be more easily accessible.
- I know that certain language is required. Perhaps a sheet with required documentation, and a cover letter that states the purpose of the report very simply and clearly.
- It would be nice if these letters could be uploaded into our Aeries SIS. Mail merge system on ELPAC.org not easy to use.
- Would like to see translations into Hebrew, Russian, Japanese, Telugu.
- Make it easier to read. It is hard for parents to see where their child's score is and understand what it means.
- Translate into Russian/Ukrainian.
- This form was good. It would be nice to have address block.
- Have it in Spanish. We could not find a Spanish version of the score report.
- There's so much LEA coordinators have to do between the training and materials....And I'm not very motivated to try and figure out where these documents are available to download. Can you make it an option in the dropdown on the ELPAC website - using TOMS secure login with the link.
- We've heard from the parents the letters and information are always too lengthy, confusing, and do not under the text. If parents want more information they can schedule a meeting, ask at parent/teacher conferences and/or call. Many of the mailings aren't looked at, students get to them first if they aren't doing too well and assume it's a progress report or get stuck with junk mail piles.
- None at this time. As we use ELPAC for longer, I'm sure something will come up.
- I can't access them.
- More languages, please (Punjabi)
- Make sure a qualified translator is using the appropriate language for all words on letters and videos.
- More languages.
- Edit it to contain fewer words. As is, few of our parents will read it.
- Same as above. Our parents had LOTS of questions about the score report, partly because the test is new, partly because they are new to our country/schools, and partly because there is a lot of information in the letter and it can feel overwhelming.
- Provide translations in languages other than English and Spanish.
- I would like to see resources for Punjabi speakers.
- Make it easier to find in the website.

- Eliminate the line above "Dear Parent of Guardian".
- The letter was very detailed and I wasn't sure about what I had to include legally. A "Guide for Using the Letter" that details the different components of the letter to help explain the Ed Code etc. referenced in the letter would be incredibly helpful. I really cut quite a bit out because it felt confusing to me and therefore I thought it would be confusing to parents.
- For the parent notification, improve suggestions for parents to understand the scores, as many parents of different socioeconomic backgrounds may not fully understand how to use the ELPAC website. Or make a parent page that is user friendly.
- Do you have one in Japanese? And Portuguese?
- Merge process is clunky and labor intensive.
- Show how to access it during trainings.
- Affidavit process is a pain - time-wasting mess. make login process easier. make letter templates easier to find and use - but really, put whatever is needed on the score reports so that we don't have to add all this other stuff.
- More languages—Japanese.
- California has certain requirements that must be provided when we report the initial ELPAC scores. The letter does not have all the required information. This means that if we use the template, then we need to also send an additional document with similar information. It's a great template, but we want to reduce the amount of documents sent home.
- Punjabi translation.
- So far is working for us and our parents.
- Needs to be available in all languages.
- The ability to mail merge.
- Have translations ready as soon as the English is posted
- Please have Hmong translations!

Appendix C

Figure 24. Survey response counts by survey section



- Start of Survey: 735
- LEA Demographics: 659
- Satisfaction with Current Resources: 640
- ELPAC Coordinator Checklist: 461
- Notification of ELPAC Administration Letter Template: 542
- Score Report Letter Template: 537
- Usefulness of Resources: 586
- Best Practices: 565
- Communicating with Parents: 564
- Parent Portal Questions: 449
- Electronic Student Score Reporting: 545