**TransACT ®** is a service provided by the Oregon Department of Education (ODE). Forms are available on the [TransACT Website](https://www.transact.com/). Below are the directions on how to get to the necessary forms:

1. Go to [TransACT Parent Notices](https://app.parentnotices.com/signin) (*Register if you are a new user*)
2. Sign in
3. Click on Green box GET STARTED (below Welcome message)
4. Click on ESEA (ESSA) Parent Notifications
5. Click on TransACT**®** Masters
6. Scroll down about two pages to Private School Consultation.
7. In this section there should be 4 PDF documents (PSC 01-PSC 04)

**Form Descriptions:**

### PSC-01 – Annual Private School Consultation for Public School Services: Invitation to Participate

This form is sent annually to each private school within the district boundaries by postal service with return receipt requested. It is suggested the school district include a self-addressed stamped envelope in order to increase the likelihood of a response from the private school.

### PSC-02 – Verification of Annual Private School Consultation

This form serves multiple purposes. It can serve as a guide for the agenda and consultation topics. The form provides basic information on the general provisions for private schools under the federal statute. By signing the form, all parties verify the consultation took place. Private school officials also need to check off which programs in which the private school intends to participate. Finally, the form identifies the decisions of both parties about the services being provided.

### PSC-03 – Private School Federal Program Services

This form is used to document the district’s decision on the provision of services. In the event the district disagrees with the private school on the provisions of services, the private school is given the option to appeal directly to the State Private School Ombudsman.

### PSC-04 – Federal Requirements for Providing Equitable Public School Services to Private Schools and Private School Ombudsman Information

This notification must be provided to private school officials. It describes the basic requirements and includes contact information for the Private School Ombudman.