Your guide to successful implementation of the TransACT Compliance & Communication Center in your School.

Communication with parents in multiple languages is only a few mouse clicks away.

Congratulations. Your district has taken an important step to provide professional and uniform parent notifications to communicate with your school's parent community.

You have an important role in the implementation of TransACT services in your school. In this role, you are responsible for actions that will lead to the effective introduction and use of the **TransACT® Compliance & Communication Center™**.

This guide outlines your key actions as school Secretary to succeed in meeting *No Child Left Behind, IDEA 2004* and *Office for Civil Rights* mandates and improving overall communication with parents. You will find that you can easily accomplish each of these goals by following the steps that are laid out in the inside panels of this guide.

Best of all, by using this service, you'll save valuable time – this role requires only five hours each year to successfully complete these actions.

You will be pleased with how easily your district can achieve compliance coverage with professional, standardized communications to parents

...now let's get started!

www.transact.com

STEP #1
VISIT www.transact.com & TOUR THE WEBSITE

As the school Secretary, you should spend about one hour becoming familiar with the TransACT Compliance & Communication Center at **www.transact.com** by completing the actions below.

- Sign in at **www.transact.com** with your district-assigned email address and password. If you have not registered yet, contact the district TransACT Coordinator for the site and request an invitation.
- After successful sign in, print the following documents located on the subscriber home page:
  - Quick Start Guide
  - Basic User Guide
- Browse the site using the Quick Start Guide.
- Identify the priority home languages in your school.

STEP #2
REVIEW THE NCLB ROADMAP SITE PLAN

Within the first 60 days of having access to the Compliance & Communication Center, the school Principal should finish the NCLB RoadMap surveys covering the 11 compliance areas of NCLB. The system will create a site-based plan for parent communication at your school.

You should review this plan with the school Principal to determine how to implement this plan. The Favorites Wizard (see Step #3) will facilitate your ability to implement this plan in an efficient and timely manner.

STEP #3
DEVELOP YOUR "FAVORITES"

Nobody knows the rhythm of the school like the school Secretary. There is a cycle of notifications that is specific to the school, and the Compliance & Communication Center assists you in facilitating that cycle.

The "My Favorites" feature was designed specifically for the school Secretary to organize related documents and save valuable time. Use the Favorites Wizard to pre-select bundles of TransACT notices, print them as a group, and save them for future use in your "My Favorites" folder.

TransACT®
COMPLIANCE & COMMUNICATION CENTER™

Meeting Legal Requirements of NCLB, IDEA 2004 and the Office for Civil Rights **Has Never Been Easier**

STEP #4
ANNOUNCE THIS SERVICE TO STAFF

Within the first 60 days of having access to the site, the school Secretary (or Principal) should alert other staff of the availability of the TransACT services by completing these actions:

- Through an email from the school Principal, announce the availability of TransACT parent notifications to key staff.
- Distribute the parent notifications when appropriate.

STEP #5
SERVE AS A RESOURCE FOR YOUR SCHOOL

Most school Secretaries are the primary resource for parent notification requests from staff. Based on your experience, determine the most frequently requested notices and pre-print them so that they are readily available for photocopying. As a best practice, you should sign in at **www.transact.com** at least once each quarter to update your notices since TransACT frequently updates the forms. (Any saved "favorites" will include updated notices automatically.)

METRICS FOR SUCCESS

The Secretary's role is key to the success of TransACT in your school. The following indicators should be measured quarterly to ensure success:

By the 30th day, the school Secretary has:
- Become familiar with the TransACT website and can teach others to use it.
- Coordinated with the school Principal to brief key staff on the availability of TransACT documents.

By the 60th day, the school Secretary has:
- Signed in and viewed at least 10 documents.
- Printed the most common documents to have available for future use.
- Received the NCLB RoadMap site plan from the Principal.

By the 90th day, the school Secretary has:
- Implemented the NCLB RoadMap recommendations.
- Informed the Principal that the school is on track with the NCLB RoadMap site plan.

On a semi-annual basis, the school Secretary will:
- Review TransACT updates with key staff.
- Work with the school Principal to update the NCLB RoadMap site plan during spring and fall.
- Implement any new recommendations from the updated NCLB RoadMap site plan.

CONTACT INFORMATION

The TransACT team hopes that you have a positive experience with our services. If you have any questions, contact us.

Customer Care
Phone: (425) 977-2100
Email: support@transact.com

Implementation & Training Support
Phone: (425) 977-2103
Email: implementation@transact.com

Sales
Phone: (425) 977-2121
Email: sales@transact.com

HELP & SUPPORT TOOLS

TransACT provides a variety of tools to assist you in using the Compliance & Communication Center.

Online Help & Support System
Locate the **Help** button on the toolbar appearing above the folder path and document viewing area.

System Administrator Guide
The System Administrator Guide covers the basics and includes instructions for the advanced features available to school administrators.

Live Help
Click on the **Live Help** button after sign-in to chat with a Customer Care Representative, Monday - Friday, 5 a.m. to 5 p.m. PT.

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