



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

As a new subscriber to the **TransACT® Compliance & Communication Center™**, you are on your way to ensuring that your building (school) is in compliance with rigorous federal and state parent communication requirements, including those mandated by *No Child Left Behind, IDEA 2004* and the *Office for Civil Rights*.

The TransACT service will save you valuable time and resources. Most importantly, when you can effectively communicate with parents, you will maintain positive relationships and influence academic achievement.

You will realize the benefits of this service immediately. After completing a short survey, you will have a professional NCLB parent communication site plan generated automatically by the system. Since the parent notification collections provide standard messages in a uniform format, your school building will be aligned and standardized with others in the district. And, best of all – TransACT maintains the documents and routinely provides updates at no additional cost.

You made a great decision

*...sign in today and let's get started!*

**[www.transact.com](http://www.transact.com)**

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

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

## STEP #1 PRINCIPAL'S DIRECT ACTIONS

The Principal should become familiar with the building-based NCLB compliance issues to prepare the school for the year. TransACT provides valuable resources to make this action quick, easy and, most importantly, effective.

Two hours is all that you will need to keep on track with compliance issues.

- Sign in at **[www.transact.com](http://www.transact.com)** with your username and password, which will be provided in an email invitation.
- Print the document "What Every Parent Needs to Know About NCLB" from the NCLB Parent Notifications section. Share this document with your staff and parents.
- Take the NCLB RoadMap Survey (45 minutes), located by selecting the TOOLS button in the upper left corner. Print the report and save the summary as your site plan.
- According to the NCLB RoadMap report, work with the school Secretary to send the appropriate notices to parents following the timeline recommendations in the RoadMap.
- Provide a list of key staff to the district TransACT Coordinator to send email invitations to allow them to use the TransACT document collections. Typically, this list includes the Secretary, Guidance Counselors and ESL/ESOL/ELL Resource Teachers.
- Announce to staff the availability of the TransACT Compliance & Communication Center to meet NCLB parent notification requirements and encourage them to regularly use this time-saving resource.

## STEP #2 DELEGATE RESPONSIBILITIES TO THE SCHOOL SECRETARY

In most schools, the Secretary will be the most frequent user of this service. With less than 30 minutes of training, the Secretary can print and distribute the most commonly used documents.

After the Principal has completed the NCLB RoadMap, the Secretary can schedule distribution of the recommended notices to parents.

Other steps the Secretary should complete:

- Identify priority languages for your building
- Pre-print common notices in priority languages
- Coordinate with ESL/ESOL/ELL resource teachers
- Print sample packets of notices for review by key staff

**Continue to Step #3 ►**





# GUIDE TO SUCCESS: PRINCIPAL

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

### STEP #3 COMMUNICATE COMPLIANCE

You should share information about successful compliance results with the district Title I or Title III Director to assist them in preparing the district compliance report.

### STEP #4 “LISTEN” FOR THE SMILES

You will be pleased with how easily your team can achieve compliance coverage with professional communications to parents – in languages they understand!

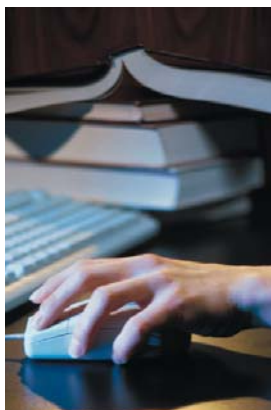
Parents who receive notices in their own language show their appreciation through their smiles. Watch and listen for this key indicator that you have made an important step in parent involvement...*and the success of a child.*

### METRICS FOR SUCCESS

After training your school Secretary, you are ready to apply metrics to measure your success. While each school will have unique usage patterns, there are a few standards that you can apply. Use the following metrics for success as a guide for your progress:

#### By the 30th day after key staff receive access:

- Principal has signed in at least once, browsed the website and viewed at least five documents.
- Principal completes the NCLB RoadMap and prints the summary report to use as a site plan.
- Secretary has browsed the website and printed at least five documents.
- Principal has briefed staff to announce compliance capacity.



#### By the 90th day after key staff receive access:

- Secretary has accessed ten most commonly used documents and distributed them for staff use.
- Principal implements recommendations in the NCLB RoadMap and aligns actions with the school Secretary.

### 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](mailto:support@transact.com)

#### Implementation & Training Support

Phone: (425) 977-2103  
Email: [implementation@transact.com](mailto:implementation@transact.com)

#### Sales

Phone: (425) 977-2121  
Email: [sales@transact.com](mailto: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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