

Congratulations. You have taken an important step to provide professional and uniform parent notifications for your schools.

As a new subscriber to the **TransACT® Compliance & Communication Center™**, you are on your way to ensuring that your district 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 forms, notices and tools included with your subscription facilitate communications in multiple languages, and provide you and your team with the resources they need to meet complex parent notification requirements.

You should see the benefits immediately. The TransACT Compliance & Communication Center will save valuable time and resources. You will recover hundreds of FTE hours because your staff will not have to create or revise NCLB notices. Since TransACT's materials have already been legally reviewed, you will also save thousands of dollars in legal start-up costs. All school buildings will deliver standardized parent communications. Each Principal will have a professional site plan generated automatically by the system.

You made a great decision
...now let's get started!

www.transact.com

Your guide to successful implementation of the TransACT Compliance & Communication Center throughout your District.

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

STEP #1 ANNOUNCEMENT FROM THE SUPERINTENDENT

In an email or other announcement from the Superintendent, highlight the benefits of the TransACT Compliance & Communication Center to your team.

You should emphasize the following features in your announcement:

- Compliance coverage for Title I, III, IX, X, FERPA, IDEA and NCLB
- Professionally developed notices for immediate use designed by experienced educators
- Independent legal review by Bracewell & Guiliani LLP
- The NCLB RoadMap provides critical guidance for all Principals to build parent communication site plans
- Standardized communication, professionally translated in multiple languages
- Collections are updated frequently during the year - *free of charge*
- Cost effective solution that will save the district thousands of dollars annually
- Time-friendly - with just a few mouse clicks, every administrator can access the system
- District-wide license - use district-assigned email address and a password for each user

STEP #2 ASSIGN A TRANSACT COORDINATOR

This TransACT Coordinator role is critical and only requires about 15 hours per year for successful implementation. This assignment should be directed to a Central Office Administrator who is familiar with district-wide parent communication efforts and can:

- Coordinate or conduct administrative briefings
- Coordinate training of central office and school teams
- Act as a district liaison with a TransACT representative

This person will be provided training materials, and will learn to:

- Manage user access (add, delete, etc.)
- Monitor usage to ensure implementation

Continue to Step #3 ►





GUIDE TO SUCCESS: SUPERINTENDENT

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

STEP #3 EXECUTIVE BRIEFINGS

Your teams will appreciate a short introduction to the service before their first visit to **www.transact.com**. In addition, successful briefings adequately prepare staff with a vision and positioning of the service.

Executive Briefings are conducted by the TransACT Coordinator (Step #2). These briefings require about 15 minutes and demonstrate the following:

- Registering for first-time use
- Signing in at **www.transact.com**
- Locating a NCLB parent notice
- Completing one NCLB RoadMap survey
- Browsing website for other features

Executive Briefings are normally completed for the following groups:

- Central Office Staff
- Building Principals
- School Secretaries (power users)
- ESOL/ESL/ELL Resource Teachers

METRICS FOR SUCCESS

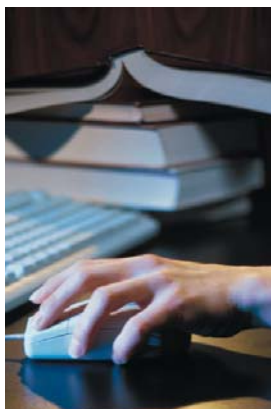
After handing off the project to your “TransACT Coordinator,” you will want to periodically monitor usage. We recommend reviewing the usage data quarterly with a TransACT Account Manager, who can determine if your district is on track for success. Use the following metrics for success as a guide for your progress:

By the 30th day after launch:

- All Central Office Administrators are registered.
- All Building Principals are registered.
- All School Secretaries are registered.
- Superintendent’s announcement has been sent.

By the 90th day after launch:

- Executive Briefings have been completed.
- 80% of Secretaries have accessed at least one document.
- 80% of Principals have accessed at least one document and completed at least one NCLB RoadMap survey.
- Five most common documents are identified and all are represented in the district usage report.



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.

www.transact.com