

# GUIDE TO SUCCESS TRANSACTION COORDINATOR

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

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



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

**You have been designated as the district TransACT Coordinator.** In this role, you are responsible for guiding the effective introduction and training of the **TransACT® Compliance & Communication Center™**.

Your actions will require only 15 hours per year and will ensure effective implementation to meet compliance mandates – while simultaneously improving communication with parents.

Once you complete the five steps within this guide, you can be confident that your district and schools are 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*.

Sign in today! You will be pleased how easily your district can achieve compliance coverage with professional communications to parents.

You made a great decision

*...now let's get started!*

**www.transact.com**

## STEP #1

### GET TO KNOW THE WEBSITE: [www.transact.com](http://www.transact.com)

The TransACT Coordinator should spend an hour to become familiar with the TransACT Compliance & Communication Center at **www.transact.com**.

- Sign in at **www.transact.com** with your district-assigned email address and password. If you have not yet registered, call TransACT at (425) 977-2100 for assistance.
- Print the following documents located on the home page:
  - ◆ Quick Start Guide
  - ◆ Basic User Guide
  - ◆ System Administrator Guide  
(instrumental for your success in administering this site)
- Take the NCLB RoadMap Survey (45 minutes) as if you were a school Principal. Select the **TOOLS** button in the upper left corner, then select "NCLB RoadMap." Save and print the summary report to show others as a sample site plan.
- Browse the site using the Quick Start Guide.

## STEP #2

### DEVELOP YOUR IMPLEMENTATION PLAN

Within the first 30 days, the TransACT Coordinator will spend time with a TransACT Account Manager discussing implementation actions and success metrics. Based on this input, TransACT will present an Implementation Plan to the TransACT Coordinator within seven days. This plan will assist you to measure the district's success in getting full value from your subscription.

## STEP #3

### ANNOUNCE THE SERVICE TO ADMINISTRATORS

Within the first 60 days, the TransACT Coordinator completes the following actions (requiring approximately eight hours):

- Identify key staff who should have access to the system. (*i.e. Central Office staff, School Secretary, Guidance Counselors, and ESL/ESOL/ELL Resource Teachers*)
- Through an email from the Superintendent, announce the availability of the TransACT Compliance & Communication Center to key staff.
- Host a series of Executive Briefings at the next staff meeting.
- Demonstrate the website whenever possible.

**Continue to Step #4 ►**





# GUIDE TO SUCCESS: TRANSACT COORDINATOR

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

### STEP #4

#### INVITE USERS – MANAGE USERS

One of your critical tasks is to spend an hour inviting users to access the website. Within Step #2, your TransACT representative helped you to identify the key staff who will use this site.

Collect the district-assigned email addresses for these staff and follow the steps in the “System Administrator Guide” for “Invite Users.” You should complete this action within two days of the Executive Briefing (Step #3).

### STEP #5

#### GUIDE USERS TO THE NCLB ROADMAP

You should guide each school Principal to complete the NCLB RoadMap survey on the TransACT website. The RoadMap will assist each Principal in developing a customized compliance site plan for the school building and provide guidance in sending NCLB parent notifications that are tailored to the school's needs based on 11 NCLB compliance areas. You should periodically communicate this message until each school Principal has produced a RoadMap site plan for his/her school building. The NCLB RoadMap site plan also should be updated each Spring and Fall.

## METRICS FOR SUCCESS

The TransACT Coordinator's role is key to the success and use of TransACT services in your district. The following indicators should be measured quarterly to ensure success:

**By the 30th day, the TransACT Coordinator has:**

- Become familiar with the TransACT website and can teach others to use it.
- Coordinated with TransACT staff to build the district's Implementation Plan.

**By the 60th day, the TransACT Coordinator has:**

- Sent the Superintendent's announcement to key staff.
- Conducted an Executive Briefing with key staff.
- Invited key staff to access the site through the “Invite Users” function.

**By the 90th day, the TransACT Coordinator has:**

- Completed initial actions of the Implementation Plan.
- Reviewed progress and completed the initial evaluation with the TransACT Account Manager.

**On a quarterly basis, the TransACT Coordinator will:**

- Review progress with the TransACT Account Manager and adjust to meet project goals as needed.
- If Implementation Plan is on track by the 180th day, the TransACT Coordinator will receive a Certificate of Successful Implementation.

## 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.

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