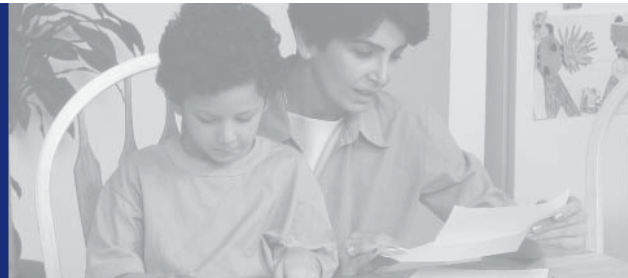




TransACT[®]

COMPLIANCE & COMMUNICATION CENTER[™]

Communicate effectively
with parents in multiple
languages and reduce the
time and steps necessary
to meet communication
compliance requirements.



MANAGING
SCHOOL-TO-HOME
COMMUNICATIONS
**HAS NEVER
BEEN EASIER**



www.transact.com



EASY-TO-USE COMPLIANCE TOOLS, RESOURCES, AND GUIDANCE ARE JUST A CLICK AWAY

Take a quick tour at www.transact.com

NCLB PARENT NOTIFICATIONS

LANGUAGES

English
Arabic
Hmong
Russian
Spanish
Vietnamese

COMPLIANCE COVERAGE

Adequate Yearly Progress
Highly Qualified Staff
English Language Learners
School Choice
Supplemental Services
Safe Schools
Private Schools
Homeless Students
Parent Participation Meetings
Student Record Privacy/
FERPA

THE ADVANTAGE EVERYONE WILL APPRECIATE

The TransACT Compliance & Communication Center's collection of NCLB and GenEd Parent Notifications provide an economical way to ensure broad compliance coverage and professional communications with parents...in multiple languages.

Save money and valuable staff time. Why craft documents yourself and pay costly legal fees to align with the laws? No need to research complicated legal regulations or worry that you will miss important deadlines. For a fraction of the cost of doing it yourself, we make it easy for your team to be successful.

NCLB PARENT NOTIFICATIONS

A robust collection of 44+ legal and policy documents fully supporting the parent communication mandates (Title I, III, IX, X, FERPA, PPRA) of No Child Left Behind. Available in 6 languages and includes a powerful NCLB Roadmap tool to make sure you send the right documents at the right times.

GENED PARENT NOTIFICATIONS

A rich collection of 60+ General Education school forms, notices and letters translated into 22 priority languages. Used by thousands of school districts, the notices provide a fast, cost-effective way to communicate with parents.

COMPLIANCE MADE EASY

Spend more time focusing on instruction and achievement by decreasing the time needed to manage parental communication compliance.

TransACT's powerful Management System organizes content, manages users and keeps you on track to provide timely and consistent communications to staff and parents. Advantages include:

- **Title I, III, IV, X, FERPA and PPRA** compliance coverage
- **Document Customization** for logos and custom text
- **Document Personalization** for data integration into PDFs
- **Favorite "Sets" Wizard** creates user-defined document sets
- **Switch languages** with one mouse click
- **Powerful Search Tool** guides users to the right document
- **View Reports Tool** provides key management and usage information
- **Timelines, checklists and accountability guides** make compliance easier
- **Mail Merge Feature** makes sending the notices fast and easy (*coming soon*)
- **Many more** time-saving features!

GENED PARENT NOTIFICATIONS

LANGUAGES

English
Albanian
Amharic
Arabic
Bosnian
Cambodian
Chinese
French
Haitian Creole
Hmong
Japanese
Korean

Lao
Portuguese
Punjabi
Russian
Somali
Spanish
Tagalog
Thai
Tigrigna
Urdu
Vietnamese

COMPLIANCE COVERAGE

School Registration
Residency Affidavit
Compulsory Attendance
Immunization Requirements
Health Issues
National School Lunch Program
Field Trips
Disciplinary Action/Expulsion
Transportation
English Language Development
Programs
Parent-Teacher Conferences
...and many more!



POWERFUL MANAGEMENT SYSTEM MAKING EASY WORK OF TOUGH TASKS

WHAT OUR CUSTOMERS ARE SAYING

"With TransACT's new Compliance & Communication Center, I am confident that the NCLB parent notices have been legally reviewed, are consistent and most current with federal mandates. Our district's partnership allows our administrators more time to concentrate on the day-to-day educational and instructional activities rather than creating new documents for correspondence regarding compliance issues."

Roland Hernandez, Ph.D.
Deputy Superintendent
Tyler Independent School District
Tyler, TX

"Our district is a small, rural district with limited financial resources. When a Spanish speaking family moved into the district, we turned to TransACT to assist us. Now we have families that speak multiple languages, and all the notification documents are available in the languages we need (including Spanish). TransACT allows us to change languages with a click of a mouse. Not only has it saved us money, it allows us to effectively communicate with ALL our constituents!"

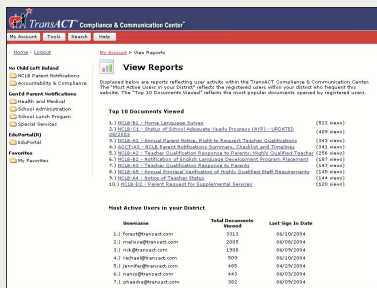
Nicholas E. Ceglarek
Superintendent
Baldwin Community School District
Baldwin, MI

"TransACT's Management System makes it easy for me to ensure that our district is consistently communicating with parents. The usage reports let me know that my staff is sending the appropriate documents at the right times during the year."

Richard Varrati, Ed.D.
Superintendent
New Philadelphia City School District
New Philadelphia, OH

MANAGE, MONITOR AND CUSTOMIZE

You have the power to ensure that your district and school staff maintains consistent and professional parental communication with the TransACT Compliance & Communication Center.

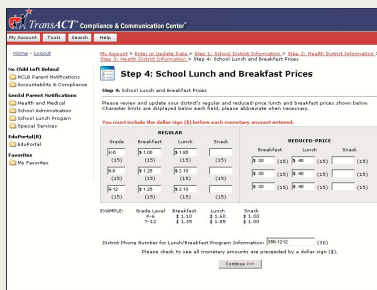
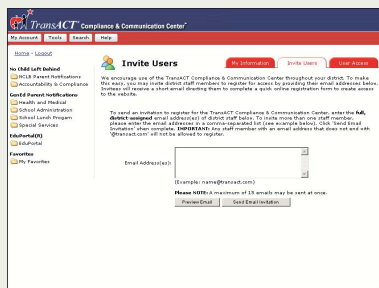


VIEW USAGE REPORTS

Detailed reports reflect frequently accessed forms and most active district users.

INVITE USERS

Extend an invitation to district staff to register for access to ensure district-wide usage of compliance resources.



CUSTOMIZE FORMS

Maintain a document repository reflecting your district's information, such as district name, family health information, school lunch pricing, and much more.

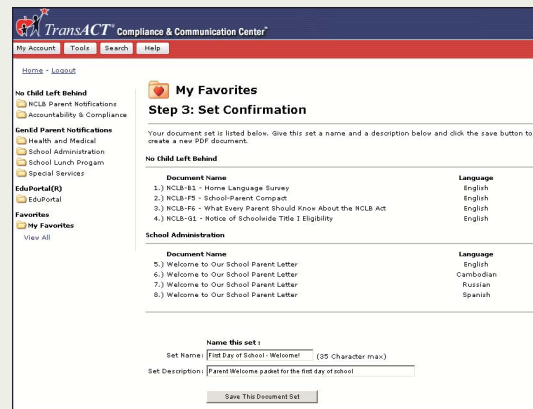
ORGANIZE, RESEARCH AND SAVE TIME

Easy-to-use tools make finding, organizing and selecting documents quick and easy. Helps make sure you send the right documents at the right times.



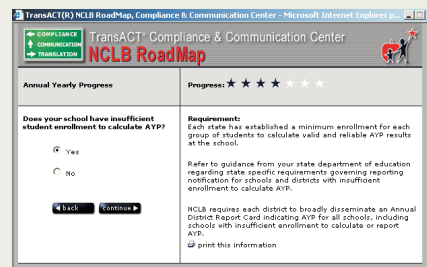
FAVORITES WIZARD

Create multi-document favorites sets of frequently-used forms in four steps. Deploy these sets for district staff to use.



NCLB ROADMAP

A prescriptive survey that directs you to the documents you need. Includes legal guidance, recommendations and a comprehensive summary report.



DISTRICT LICENSE PRICING

A district license permits unlimited access to district and school personnel, including central office staff, building principals, building secretaries, and resource teachers.

ANNUAL LICENSE FEES

NCLB Parent Notifications

from \$400 to \$4,000

English language version

based on district enrollment

Translations

Arabic \$295

Hmong \$295

Russian \$295

Spanish \$295

Vietnamese \$295

GenEd Parent Notifications

from \$500 to \$22,500

English plus 22 languages

included in license fee

based on district enrollment

ALL LICENSES INCLUDE

Management system upgrades

Updated documents

Customized documents

Three-year price protection

ROBUST COLLECTIONS OF PARENT NOTIFICATIONS ENSURING BROAD COMPLIANCE COVERAGE

NCLB PARENT NOTIFICATIONS

Critical parent notifications that districts and schools need to comply with NCLB parent notification requirements in multiple languages. Documents include:

Title I, Accountability

- Status of School Adequate Yearly Progress, Notice to Parents
- Request for School Transfer, Public School Choice
- District Response to School Transfer, Alternative to Public School Choice
- District Response to Request for School Transfer, Public School Choice
- District Confirmation to Request for School Transfer, Public School Choice
- Annual Notice of Supplemental Services for Title I Schools
- Parent Request for Supplemental Services
- Determination of Student Eligibility for Supplemental Services
- Parent Request for Withdrawal from Supplemental Services
- District Agreement with State-Approved Supplemental Services Provider
- Verification of Annual Private School Consultation
- Private School Title I Services, Identification of Provider
- Notice of Schoolwide Title I Eligibility

Title I, Parent Involvement

- District Parent Involvement Policy Meeting, Invitation to Participate
- School Parent Involvement Policy Meeting, Invitation to Participate
- Parent Participation Form for District Parent Involvement Meeting
- Parent Participation Form for School Parent Involvement Meeting
- School-Parent Compact
- What Every Parent Should Know About the No Child Left Behind Act of 2001

Title I, Highly Qualified Teachers

- Annual Parent Notice, Right to Request Teacher Qualifications
- Teacher Qualification Response to Parents, Highly Qualified Teacher
- Teacher Qualification Response to Parents (Not Highly Qualified Teacher)
- Notice of Teacher Status (Four-week Notice)
- Annual Principal Verification of Highly Qualified Staff Requirements
- Annual Principal Verification of Highly Qualified Staff Requirements – Eligible Rural Schools

Titles I and X, Homeless Education

- Notice of Educational Services for Homeless Children and Youth
- Public Notice, Education Rights of Homeless Children and Youth

Title III, English Language Learner Program

- Home Language Survey
- Notification of English Language Development Program Placement
- Description of English Language Development Program
- Request for English Language Development Program Withdrawal/Denial of Enrollment
- Notice of Parent Meeting for English Language Learners
- Parent Participation Form for Parent Meeting of English Language Learners
- Notice of Progress, Title III Annual Program Achievement Objectives
- Important Information – Please Complete Notices
- Important Information – Please Read Notices

Title IV Program, Safe Schools

- Notice of Unsafe School
- Request for School Transfer, Unsafe School
- District Response to School Transfer, Unsafe School
- District Confirmation to Request for School Transfer, Unsafe School
- Notice to Parent of Student Victim of a Violent Criminal Offense
- Request for School Transfer, Student Victim of a Violent Criminal Offense
- District Response to School Transfer, Student Victim of a Violent Criminal Offense

Title X and FERPA (Student Privacy)

- Access to Student Information by Military or College Recruiters
- Notice to Obtain Written Parental Consent for Military or College Recruiters
- FERPA: Annual Notice of Student Education Record Privacy
- FERPA: Annual Notice for Disclosure of School Directory Information - High School
- FERPA: Annual Notice for Disclosure of School Directory Information - Elem/Middle

NCLB Compliance Resources

- NCLB Policy Letters
- Parents Right To Know: A Guide to NCLB Parent Involvement and Communication
- NCLB Parent Notice Information Requirement Summary
- NCLB Compliance Requirement Guide
- NCLB: A Desktop Reference
- NCLB Parent Notifications Summary, Checklist & Timelines
- NCLB Act of 2001
- NCLB Final Regulations, Title I
- OCR Legal and Compliance Requirements
- English Language Learners Program Guide
- NCLB Scientifically-based Research

NCLB Parent Notification Languages

English...plus Arabic, Hmong, Russian, Spanish and Vietnamese

General education notices and letters that districts and schools need to communicate with parents in languages they understand. Documents include:

School Site Administration

Attendance and Behavior

- Absence, Documentation for
- Behavior Referral Form
- Notice of Discipline Action/Short-Term Suspension
- Notice of Expulsion
- Notice of Long-Term Suspension/Expulsion

Bus and Field Trip

- Bus Incident Report
- Bus Permission Slips
- Bus Riding Rules & Regulations
- Field Trip Permission Form
- Field Trip Permit Slips

Parent Communication

- Internet – Network Procedures
- Internet Individual User Consent Form
- Notice of Uncertified or Out-of-Field Teacher
- Parent-Teacher Conference Letter
- Safety: Ensuring Your Child's Personal Safety
- School Schedule Change – Parent Involvement
- Registration and Welcome
 - Directory Information –
 - Photographs and Videotape Release Form
 - Home Language Survey
 - Important Information – Please Complete Notices
 - Important Information – Please Read Notices
 - Language Identification Chart –
 - "Point to the Language"
 - Registration Form, Elementary Student v.1
 - Registration Form, Secondary Student v.1
 - Registration Form, Elem-Mid Student v.2
 - Registration Form, Secondary Student v.2
 - Student Record Information, Authorization
 - Welcome to Our School - Parent Letter
 - Welcome to Our School - Flyer

National School Lunch Program

- Applications for Free and Reduced-Price School Meals
- Letters to Households: National School Lunch Program with Income Chart
- Notice of Eligibility
- Notice of Denied Eligibility
- Notice of Temporary Approval Expiring Soon
- Notice of Selection for Verification of Eligibility

Special Services/Special Education

- ELL Exit Letter
- Section 504 - Rehabilitation Act, Parent/Student Rights
- Waiver/Refusal of ESL/Bilingual Program

GenEd PARENT NOTIFICATIONS

Health, Medical & Immunization

General Medical & Conditions

- Chicken Pox - Letter to Parents
- Emergency Information Card
- Head Injury - Points for Family Observation
- Head Lice - Nit Free Policy
- Head Lice - Properly Treated Policy
- Health Information - Registration Attachment
- Health Room Notification - Letter to Parents
- Medication Administration, Letter to Parents
- Medication Administration at School, Permission
- Student Health Letter – "Because We Care"
- Scoliosis Screening Letter
- Vision Examination, Referral for

Immunization

- Certificate of Immunization Status
- Emergency Medical Exclusion for Immunization
- Immunization Clinic Locations
- Immunization Requirements Letter
- Immunization Requirements Table
- Incomplete Immunization Status, Notice of
- Measles, Second Dose, Letter to Parents
- Recommended Childhood Immunization Schedule

New Documents - Coming Summer 2004

- Compulsory School Attendance Law, Notice to Parents
- Residency Affidavit
- Determination of Student Eligibility for English Language Development Program Placement
- Parent Consent for English Language Assessment & Evaluation
- Parent Notice of Pesticide Application
- Parent Notice of Change in Date of Pesticide Application
- Schedule of Pesticide Application
- District Notice to Employees of School Pesticide Application



070504LTR

GenEd Parent Notification Languages

English...plus Albanian, Amharic, Arabic, Bosnian, Cambodian, Chinese, French, Haitian Creole, Hmong, Japanese, Korean, Lao, Portuguese, Punjabi, Russian, Somali, Spanish, Tagalog, Thai, Tigrigna, Urdu, and Vietnamese



PUT TRANSACT TO WORK FOR YOUR DISTRICT

SUCCESSFULLY MEET PARENT NOTIFICATION
REQUIREMENTS OF:

NO CHILD LEFT BEHIND (NCLB)

TITLE I

- Accountability
- Parent Involvement
- Highly Qualified Teachers
- Public School Choice
- Supplemental Educational Services
- Private School Services

TITLE III

- Parent Involvement
- ELL Program Placement

TITLE IX

- Military Recruiter Access
- Unsafe Schools

TITLE X

- Homeless Education
- Student Privacy

OFFICE FOR CIVIL RIGHTS (OCR)

- Civil Rights Act, Title VI, Language Minority Parent Notifications
- FERPA Student Records
- PPRA (Protection of Pupil Rights Amendment)

FREE UPDATES

You'll never have to wonder if your parent notifications are in alignment with current laws. With your on-line subscription, you'll automatically receive free updates as documents are revised.

NEW DOCUMENTS COMING SOON

TransACT frequently adds new documents to its collections of parent notifications... at no additional charge to you! Available summer 2004:

- Compulsory School Attendance Law, Notice to Parents
- Determination of Student Eligibility for English Language Development Program Placement
- Parent Consent for English Language Assessment & Evaluation
- Parent and Staff notices of Pesticide Application (4 separate notices)
- Residency Affidavit

TRAINING

Get the most from your district's subscription with professional training and implementation support from TransACT. Visit our website for details and pricing.

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For more information and pricing, please visit www.transact.com



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