

# Achieve compliance with confidence

## Title I Audit Assistance

**“The Secretary of Education has indicated an interest in more effective parent notification leading to more participation.**

**Audits are happening and will continue to happen.”**



**Phil Rosenfelt**, U.S. Department of Education  
*Speaking on Key Issues in NCLB Programs at the NASTID conference, February 1, 2008*

### Common Findings

(2006-2007 Title I Audits)

Letters sent home are too difficult for parents to understand and do not include all required components.



Information isn't provided to parents in a language they can understand.



Letters sent to parents about School Choice and SES options are sent too late or not at all.



Specific instances of non-communication:  
Parents are not notified when their child has been assigned to or taught by a teacher who is not highly qualified.  
Parents are not aware of parent involvement policies, nor included in policy development.



Principals and/or staff are not aware of parent notification requirements.



Districts and/or schools lack focus on building the capacity of parents.



### TransACT Solutions

TransACT forms, letters and notices are written by compliance experts with experience working in high level positions within school districts. The documents are then legally reviewed to ensure compliance. In addition, all documents are written in simple language without needless education jargon to confuse parents.

TransACT collections are professionally translated and available in over 20 languages.

Timeline guidance included in the collection helps administrators know which letters to send at what time of the year. No more guessing!

A TransACT subscription gives you access to a vast library of documents to assist in many particular situations. For example, we feature the notices you need to inform parents of Highly Qualified Teacher status as well as many documents to invite parent involvement in policy meetings.

TransACT® RoadMaps provide school leaders with the guidance they need to confidently respond to parent notification challenges. By responding to simple “yes/no” questions, users are given a professional response plan that identifies compliance requirements and recommends actions.

Making a TransACT subscription available to all district personnel and staff demonstrates an ongoing commitment to reaching every family, regardless of their ability to speak English.



Don't just take our word for it.  
Listen to what our customers have to say.

**Transact**  
confidence in action®

## We asked our customers if TransACT had ever been of assistance during an audit.

### Here is what they had to say...

"We passed our audit because TransACT helped us follow the legal guidelines in notifying parents of services available to their children and in following through on all sorts of documentation that were required - such as parental waivers, notice of meetings, arrangements for free or reduced lunches. Giving parents these documents in the target language was essential." -Nancy Larsen

"We often use TransACT translations with our ELL students. We were able to provide auditors with proof of our assistance for those students." -Chandra Foster

"During our audit, we were able to show how we can communicate with families who are not English speakers. TransACT also allowed us to show how our school system complies with laws regarding ELL and ESL students. That portion of the audit passed state requirements." -Tammy Hughley

"We were able to have the correct forms and be using them when necessary to be in compliance for our audit." -Bethany Cross

"We were recently monitored by our State Department of Education in our Federal Programs Department. When asked about how we complied with NCLB requirements concerning parent notifications, we were able to say all schools had access to TransACT." -Ann Taylor

"I used TransACT to ensure compliance during the Title I audit of December 2007." - Debra Lockard

"All of our forms were in order and easy to provide. Each building in our district knew exactly which forms needed to be sent and when. Having the forms easily accessible and a cinch to complete made all of our compliance uniform and well-documented." - Marty Ellerby

"In December we had Title III monitoring and we demonstrated how TransACT allows our district employees to comply with NCLB." - Renata Gil

"TransACT enables us to provide a record of the activities required for our audit." -Burnett Whiteplume

"We were able to use TransACT to document parent communication, in languages other than English, for our ESOL Title III Consortium grant." -Elizabeth Paulos

"We were recently audited through the State Department of Education. TransACT provided us with valuable documentation!" -Nicole Menotti

"TransACT has really helped me to ensure that student's parents whose primary language is not English are able to understand important information regarding immunization status, as well as other important materials. It really helps that there are a number of languages that the materials can be accessed. TransACT is a vital part of my role as a school nurse." -Sharon Gutz

"Our preschool recently had a NAEYC (National Association for the Education of Young Children) audit that required evidence of many documents, and one area was communication with parents in their home language. Although I speak Spanish and have taught Spanish, a lot of vocabulary is still new to me and TransACT was a tremendous help. I used it to access other languages as well. We passed the audit with flying colors. Thank you TransACT!" -Bonnie Herndon

"During our audit, we were able to use TransACT to provide proof that we had worked with parents in their native language." -Terry Anderson

"TransACT enabled us to have the required documents available in a professional form to support our efforts. We received good comments on our programs." -Wendy Shea

"We use the TransACT documents to inform our ELL parents in their native languages about placement in our ESL program. We are able to show that we send out the notification letters in multiple languages." -Shaeley Santiago

"With TransACT, we are in compliance with federal law regarding notices to parents in respect to NCLB." -Vicki Writsel

# How can we help you?

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Our collections help districts meet parent notification requirements for NCLB, IDEA 2004, OCR and Section 504. **Achieve compliance with confidence.** Contact us today.

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