

# Choose the Right Training Option for You

Everyone in your district can be a parent notification super-performer

## **Option A - Onsite Training**

**Details:** Onsite group trainings tailored for specific user groups. Over the course of two days, a TransACT® Certified Trainer will travel to your district to provide expert guidance on implementation and training. This option is available to districts of all sizes.

### **Sample Schedule:**

**Day One:** Receive executive briefing for the district executive team and a one-on-one training session for your district's TransACT Coordinator (district trainer). Begin group training sessions.

**Day Two:** Attend group training sessions. Topics of focus include site navigation, document usage and best-practice recommendations.

Onsite training is most effective when staff are trained in groups organized by responsibility. This allows sessions to be focused on the specific needs of key roles such as principals, administrators, clerical, or special education staff.

**The cost for onsite training is \$1,250/day with a two-day minimum. For more information, please contact TransACT Customer Care by phone 425-977-2100.**

**Price: \$1,250/day**



## **Option B - Online remote training (4 hours)**

**Details:** Comprehensive, one-on-one professional online training. Lessons delivered live via simple web conference technology.

**You choose your training focus.**

**Available address the following collections:**

**TransACT® NCLB Parent Notifications** – Learn best practice guidance from our in-house Federal Programs specialist to assist you with district-wide implementation for NCLB compliance and accountability.

**TransACT® GenEd Parent Notifications** - Learn best practices from over 10 years of TransACT experience in providing multi-language documents and forms to school districts across the U.S.

**TransACT® IDEA 2004 Parent Notifications** - Professional assistance by our in-house Federal Programs specialist to prepare your district for IDEA reauthorization changes in 10 compliance areas. Learn how to use the IDEA RoadMaps to create customized site compliance plans to help ensure district-wide implementation and accountability.

**TransACT® Section 504** - Professional assistance by our in-house Federal Program specialist to review Section 504 requirements and processes that should be implemented to document compliance. Learn how to use Section 504 RoadMaps to provide staff with on-line information and training to help ensure district wide implementation and accountability.

**TransACT® EduPortal® eLibrary** - Comprehensive EduPortal® training for district administrators and executive staff. Learn how to efficiently author, add/delete folders and content, use of Adobe® Acrobat®, how to use keyword searches, and much more.

**Price: \$250/4 hours**



*To add training, check the option on the fax back form that best meets your needs, or contact TransACT Customer Care at 425-977-2100.*