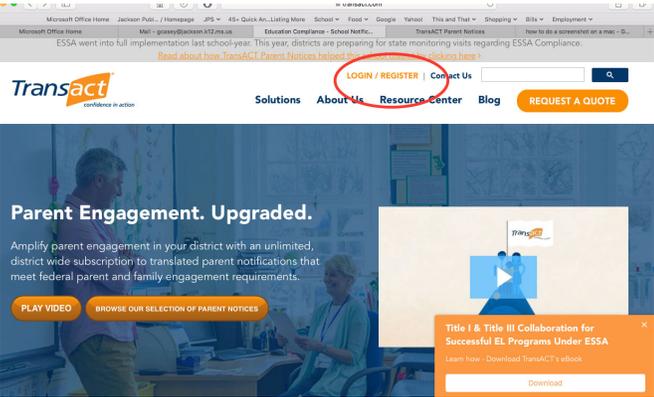


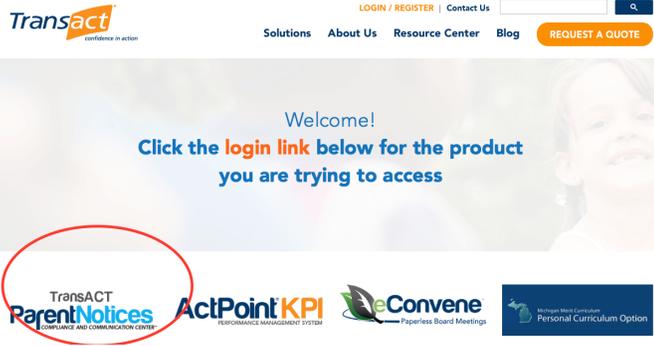
# How To Use TransACT Finding the EL Forms

Step 1: Go to [www.TransACT.com](http://www.TransACT.com) and click LOGIN



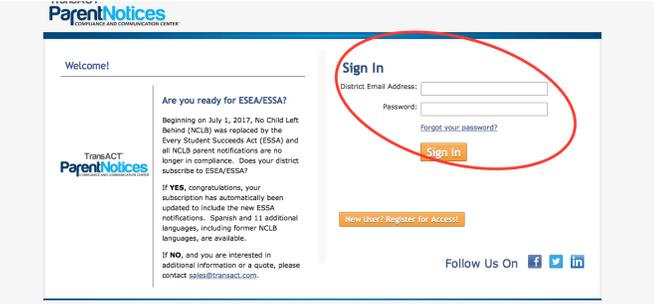
The screenshot shows the TransACT website homepage. The navigation bar includes links for Solutions, About Us, Resource Center, and Blog. The 'LOGIN / REGISTER' link is circled in red. The main content area features a hero section with the heading 'Parent Engagement. Upgraded.' and a video player. Below the video player is a 'PLAY VIDEO' button and a 'BROWSE OUR SELECTION OF PARENT NOTICES' button. To the right of the video player is a download button for an eBook titled 'Title I & Title III Collaboration for Successful EL Programs Under ESSA'.

**Step 2: Click on ParentNotices at the bottom left corner.**



The screenshot shows the Transact website home page. At the top, there is a navigation bar with 'Transact' logo, 'LOGIN / REGISTER | Contact Us', and a search bar. Below the navigation bar are links for 'Solutions', 'About Us', 'Resource Center', and 'Blog', along with a 'REQUEST A QUOTE' button. The main content area features a 'Welcome!' message and a call to action: 'Click the login link below for the product you are trying to access'. At the bottom, there is a footer with logos for 'TransACT ParentNotices', 'ActPoint KPI', 'eConvene', and 'Michigan Merit Curriculum Personal Curriculum Option'. The 'ParentNotices' logo in the footer is circled in red.

**Step 3: Login or Register if needed**



The screenshot shows the ParentNotices login page. The page has a 'Welcome!' message and a 'Sign In' form. The form includes fields for 'District Email Address' and 'Password', a 'Forgot your password?' link, and a 'Sign In' button. Below the form is a 'New User? Register for Access!' button. The 'Sign In' form fields are circled in red. The page also features a 'Follow Us On' section with social media icons for Facebook, Twitter, and LinkedIn.

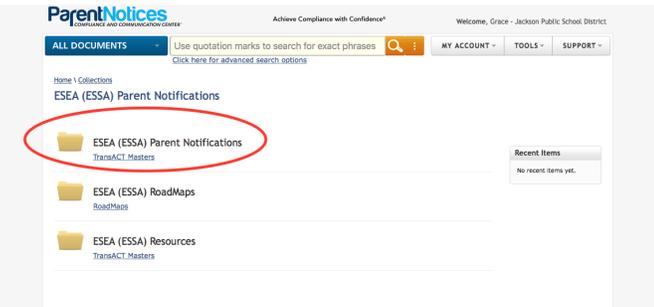
Step 4: Click on  
the Green Button  
“Get Started”

The screenshot shows the TransACT ParentNotices website interface. At the top, there is a navigation bar with the TransACT logo, the tagline 'Achieve Compliance with Confidence', and a user greeting 'Welcome, Grace - Jackson Public School District'. Below the navigation bar, there is a search bar and a 'Get Started' button highlighted with a red circle. The main content area includes a 'Welcome Grace!' message, a 'Recent TransACT Blog Posts' section, and a 'Message from the Mississippi Department of Education' section. A sidebar on the right contains 'Mississippi State Resources' and 'Stay Updated!' links.

Step 5: Click on  
ESEA(ESSA) Parent  
Notifications

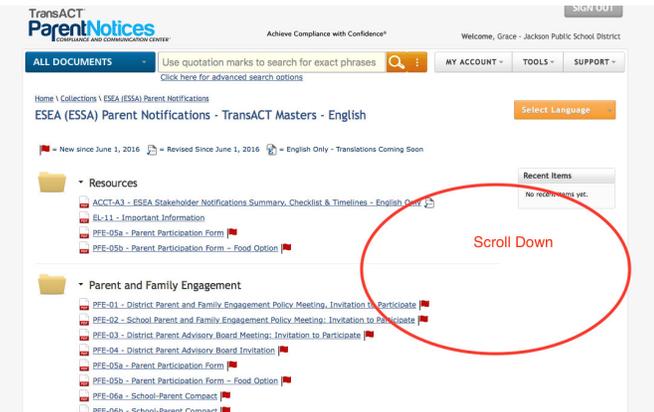
The screenshot shows the 'My Collections' section of the TransACT ParentNotices website. A list of folders is displayed, with the 'ESEA(ESSA) Parent Notifications' folder highlighted by a red box. Other folders include 'GenEd Translation e-Library', 'EduPortal', 'Section 504 Compliance', and 'IDEA Parent Notifications'. A 'Recent Items' section on the right shows 'No recent items yet.'

**Step 6: Click on ESEA (ESSA) Parent Notifications – TransACT Masters**



The screenshot shows the ParentNotices website interface. At the top, there is a search bar and navigation links for 'MY ACCOUNT', 'TOOLS', and 'SUPPORT'. Below the search bar, the page title is 'ESEA (ESSA) Parent Notifications'. A list of folders is displayed: 'ESEA (ESSA) Parent Notifications' (TransACT Masters), 'ESEA (ESSA) RoadMaps' (RoadMaps), and 'ESEA (ESSA) Resources' (TransACT Masters). The first folder is circled in red.

**Step 7: Scroll down until you get to "EL Programs Title I and or Title III"**



The screenshot shows the ParentNotices website with the 'ESEA (ESSA) Parent Notifications - TransACT Masters - English' page. It displays a list of documents under two sections: 'Resources' and 'Parent and Family Engagement'. The 'Resources' section includes documents like 'ACCT-A3 - ESEA Stakeholder Notifications Summary, Checklist & Timelines - English Only', 'EL-11 - Important Information', 'PPE-05a - Parent Participation Form', and 'PPE-05b - Parent Participation Form - Food Option'. The 'Parent and Family Engagement' section includes documents like 'PPE-01 - District Parent and Family Engagement Policy Meeting - Invitation to Participate', 'PPE-02 - School Parent and Family Engagement Policy Meeting - Invitation to Participate', 'PPE-03 - District Parent Advisory Board Meeting - Invitation to Participate', 'PPE-04 - District Parent Advisory Board Invitation', 'PPE-05a - Parent Participation Form', 'PPE-05b - Parent Participation Form - Food Option', 'PPE-06a - School-Parent Compact', and 'PPE-06b - School-Parent Compact'. A red circle highlights the bottom of the list with the text 'Scroll Down'.

**Step 8: Select the form(s) needed.**

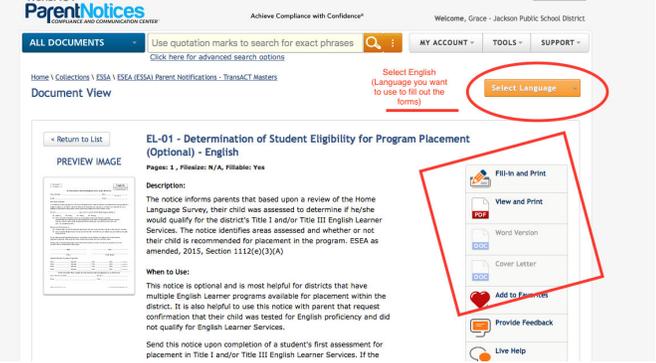


The screenshot shows a list of documents under the heading "EL Programs - Title I and/or Title III". The documents listed are:

- EL-01 - Determination of Student Eligibility for Program Placement (Optional)
- EL-02 - English Learner Program Placement (Required - Meets ESSA Requirements)
- EL-03 - Description of Programs
- EL-04 - Request for Change in English Learner Program
- EL-05 - Explanation of Consequences for Refusing English Learner Program
- EL-06 - Parent/Teacher Conference - English Learner Student
- EL-07 - Meeting for Parents of English Learners: Invitation to Participate
- EL-09 - Parent Meeting for English Learner - Student At-Risk
- EL-10 - English Learner Program Exit Letter
- EL-11 - Important Information
- EL-12 - Decision to Place a Child back into English Learner Programs or Services
- EL-13 - Accountability and Reporting for English Learners: Explanation for Parents

On the right side of the list, there are additional document titles: EL-01 - Students not scoring Proficient, EL-02 - Place Student in ESL Program, EL-03 - 30 minutes of ESL Pull-out Services Daily, EL-04 - When Parent want to OPT OUT of ESL, and EL-05 - Consequences. Red square markers are placed next to several documents in the list, indicating they have been selected.

**Step 9: Select the option on the right. I recommend Fill and Print**



The screenshot shows the "ParentNotices" website interface. At the top, it says "Achieve Compliance with Confidence®" and "Welcome, Grace - Jackson Public School District". Below that is a search bar and navigation links for "ALL DOCUMENTS", "MY ACCOUNT", "TOOLS", and "SUPPORT". The main content area is titled "Document View" and shows details for "EL-01 - Determination of Student Eligibility for Program Placement (Optional) - English". A "Select Language" button is circled in red. On the right side, there is a vertical menu with options: "Fill and Print", "View and Print", "Word Version", "Cover Letter", "Add to Favorites", "Provide Feedback", and "Live Help". The "Fill and Print" option is highlighted with a red box.

Step 10: When you have completed filling the form, click on "Select Language & Save"

ParentNotices  
COMPLIANCE AND COMMUNICATION CENTER

Achieve Compliance with Confidence®

Welcome, Grace - Jackson Public School District

ALL DOCUMENTS Use quotation marks to search for exact phrases

Home \ Collections \ ESSA \ ESSA (ESSA) Parent Notifications - TransACT Masters

Fill-in and Print

When you have finished filling out the form in English, Select the Language you want it translated to.

Select Languages & Save

English

Jackson Public School District

Determination of Student Eligibility for Program Placement

Name of Student: Date: 09/19/2018

School: Grade: (mm/dd/yyyy)

Dear Parent or Guardian:

You completed a Home Language Survey when your child registered for school. On that form you indicated that a language other than English is spoken by your child or in the home. Based on this information, the school gave your child a test to determine his or her eligibility for placement in English Learner Services provided by funding from Title I, Title III, or both.

We used (name of test) to test your child's English language abilities in:

Step 11: Name your file and select the language.

ParentNotices  
COMPLIANCE AND COMMUNICATION CENTER

Achieve Compliance with Confidence®

Welcome, Grace - Jackson Public School District

ALL DOCUMENTS Use quotation marks to search for exact phrases

Home \ Collections \ ESSA \ ESSA (ESSA) Parent Notifications - TransACT Masters

Fill-in and Print

Select Languages & Save

Please enter a filename before saving. The filename cannot be empty.

Filename: [ ]

Languages:

- English
- Arabic
- Chinese
- Hmong
- Russian
- Spanish
- Vietnamese

Select All

Save

English

Determination of Student Eligibility for Program Placement

Name of Student: Date: 09/19/2018

School: Grade: (mm/dd/yyyy)

Dear Parent or Guardian:

You completed a Home Language Survey when your child registered for school. On that form you indicated that a language other than English is spoken by your child or in the home. Based on this information, the school gave your child a test to determine his or her eligibility for placement in English Learner Services provided by funding from Title I, Title III, or both.

We used (name of test) to test your child's English language abilities in:

Step 12: Print 2  
(two) copies of  
the form(s).

- Print two copies of the forms in both English and the Language used to communicate with the parents.
- Have Parents sign the form in both languages.
- Parents keep a copy of the forms in both languages.
- Place the original forms (original signatures) in the student's Cumulative Folder (EL Folder)