

## September 2015 Monthly Newsletter



### TransACT to Present at WIDA National Conference

TransACT supports educators and your work with English learners (ELs). Learn how we can work together to ease the burden of administering EL programs. See page 2.



### Common Civil Rights Issue: Opting Out of EL Services

The U.S. Departments of Education and Justice issued joint guidance related to serving English learners and how to support those who opt out of EL programs. Here is what you need to know. See page 3.



### **New!** TransACT® District Masters Your Documents • Your Languages • Your Way.

Now you can upload and manage “District” documents and translations within your Parent Notices account, and distribute them directly to the classroom via the TransACT website. Organize Your Documents, Your Languages, Your Way. See page 4.

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TransACT Communications, Inc.  
5105 200th Street SW, Ste 200  
Lynnwood, WA 98036  
Phone: 425.977.2100  
Fax: 425.776.3377  
Online: [www.transact.com](http://www.transact.com)

Customer Support:  
M-F, 7am-4pm PST  
425.977.2100, Option 3  
[support@transact.com](mailto:support@transact.com)  
Live Help

Sales Support:  
M-F, 8am-5pm PST  
425.977.2100, Option 1  
[sales@transact.com](mailto:sales@transact.com)

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## TransACT to Present at WIDA National Conference

The 2015 WIDA National Conference will take place October 15-17 at the Tropicana in Las Vegas, NV. Representatives from TransACT will be there and are looking forward to meeting with you.

### Here's what you need to know:

1. Dr. David Holbrook, Executive Director of Federal Programs and Vice President, Monica Passovoy will be presenting on Friday at 7:45am. Come and hear more about the TransACT parent notice and compliance collections.
2. TransACT is a sponsor of the WIDA National Conference and will have an exhibit booth. If you are attending, stop by and see us.
3. **Save the date: Friday, October 16 @ 7:45am (WIDA Early Bird conference session).**  
Session Title: How to meet EL compliance requirements and improve parent communications & engagement.

This year's WIDA National Conference looks to be an exciting opportunity for educators of English learners (ELs). TransACT is committed to supporting this group of educators by providing services that help take some of the burden of administering EL programs off the shoulders of educators and administrators. TransACT sees its sponsorship of this conference as one way we can support EL educators.

Dr. David Holbrook, Executive Director of Federal Programs and Vice President Monica Munar Passovoy of TransACT Communications will be presenting at this conference. Their presentation will provide you with the Civil Rights and ESEA/NCLB requirements related to parent notifications for ELs. The TransACT parent notice collections will also be discussed in order to provide a full picture of what is available to support ELs, their parents, and EL educators. You will walk away with important information related to how TransACT's products can help you support the needs of ELs and their parents. *This presentation is one of the Early Bird presentations and will begin at 7:45am on Friday, October 16. Make sure you to put it on your personal schedule.*

If you would like to set up a personal consultation (no cost) with us during the conference, contact us at 425.977.2100, option #3 or email at [support@transact.com](mailto:support@transact.com). We will be happy to meet with you and answer any questions you might have.

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## Common Civil Rights Issue: Opting Out of EL Services

On January 7, 2015 the U.S. Departments of Education and Justice issued joint guidance related to serving English Learners (ELs). This guidance pulls together information related to requirements to serve ELs from many sources, including Title VI of the Civil Rights Act of 1964 and related court cases, the Equal Education Opportunities Act, and Title I and Title III of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act of 2001.

One of the ten Common Civil Rights issues identified in this guidance relates to "Meeting the Needs of EL Students Who Opt Out of EL Programs or Particular EL Services".

### Here's what you need to know:

1. Parents have a right to decline or opt their children out of an EL program or particular EL services. If opted out, students retain their EL status and the district is still obligated to meet the English-language and academic needs of these students.
2. Parents' decision to opt out must be knowing and voluntary. Districts should appropriately document that parents made a voluntary, informed decision regarding opting out their child.
3. TransACT's English Learner Parent Notice Collections have the notices you need to appropriately document when parents' decide to opt their student out of EL services.
4. Want to learn more? Sign up for TransACT's October webinar titled "Meeting the Needs of Opt Out ELs".

### Opt Out ELs

According to the Jan. 7th guidance, parents have a right to opt their children out of EL programs and services. That decision must be knowing and voluntary on the part of the parents. Districts may not recommend that parents decline some or all services provided in an EL program for any reason. If opted out, EL students retain their EL status until they demonstrate proficiency in English. Districts are still obligated to meet the needs of opted out ELs and provide them services to help them attain English proficiency and access academic content.

The guidance also says that districts should appropriately document that parents made a voluntary, informed decision regarding opting out their child. TransACT's English Learner parent notices can help you document that you are meeting the requirements to keep parents informed if they choose to opt their child out of EL programs or particular EL services.

### TransACT Parent Notices

The notice "*District Legal Obligations to Provide an English Language Development Program*" provides a description of the EL services that districts are obligated to provide by law. Providing this notice to the parents of ELs helps to document that parents are informed of their rights regarding access to EL programs and services and any decisions to opt the student out is knowing, informed, and voluntary.

The notice, "*Request for Change in Program Participation*" may be used to document that a parent has requested that the student be opted out of EL programs or services or that the parents prefer different EL programs or services if available. It provides a signature page for the parents to sign to indicate that they have been informed of their rights and have chosen to opt the student out or request a change of EL programs or services.

Continued on page 4...

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[sales@transact.com](mailto:sales@transact.com)

## Common Civil Rights Issue: Opting Out of EL Services Continued...

Finally, the notice "Explanation of Consequences for not Participating in English Learner Program" provides further documentation that parents' decision to opt the student out of EL programs or services is knowing and voluntary. This notice provides information related to the potential negative consequences of opting their student out of EL programs or services. It also provides information about the districts legal obligation to continue to provide services, despite the EL being opted out, that help their student attain English proficiency and access academic content. It also lets the parents know that the district will continue to track the student's progress toward English proficiency which includes annually assessing the student for English proficiency using the state's annual English language proficiency assessment.

If you want to learn more about this topic, be sure to sign up for the TransACT October webinar at [https://attendee.gototraining.com/84710/catalog/154080423478822912?tz=America/Los\\_Angeles](https://attendee.gototraining.com/84710/catalog/154080423478822912?tz=America/Los_Angeles)

For more information about the TransACT® for English Learner Parent Notice collections, visit: [www.transact.com/EL](http://www.transact.com/EL)

If you have any questions or want more information, contact us at 425.977.2100, option #3 or email at [support@transact.com](mailto:support@transact.com).

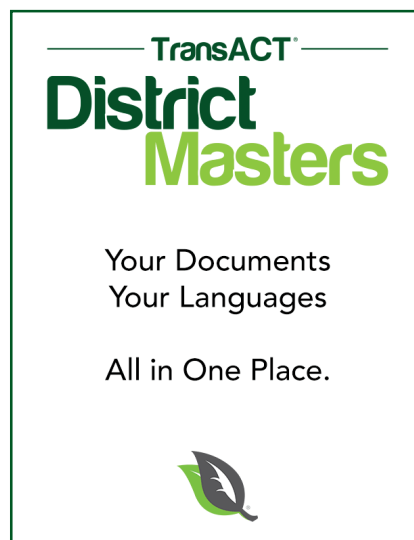
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## TransACT Releases New Self-Service Translation Management System

New "District Masters" functionality provides subscribers with the ability to upload and manage their own "District" documents and translations, and distribute them directly to the classroom via the TransACT website.

Classroom teachers and administrators now have capacity to access their own "District" translation library of parent letters, notices and forms and have them integrated directly into the TransACT website. All districts will be given a free 90-day trial subscription to District Masters. Look for the trial offer in your email next week.

For pricing or a demo, please contact Monica Passovoy at 425.977.2103 or [monica@transact.com](mailto:monica@transact.com), or go to [www.transact.com/districtmasters](http://www.transact.com/districtmasters).



**WATCH THE VIDEO**  
5 Minutes

**DOWNLOAD COUPON**  
Save \$750 Instantly

**FREE 60-DAY TRIAL**  
Register Now

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**Now Available!**

**TransACT® for English Learners**



Take the mystery out of funding parent notices and translations!

TransACT has released a new parent notices collection that aligns with the new USED-DOJ guidance for serving English Learners that will equip you with:

- Compliance - English learner program notices and translations
- Communication - Title I & Title III communication to improve parent involvement
- Documentation - Provide evidence of program implementation

Three options available, aligned to your funding sources:

1. Combined Title III & General English Learners Collection
2. General English Learners Only Collection
3. Title III Only Collection

This collection is available in the following 10 languages: Arabic, Chinese, French, Haitian Creole, Hmong, Korean, Russian, Somali, Spanish, and Vietnamese.

For more information, go to [www.transact.com/EL](http://www.transact.com/EL).

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**TransACT Family of Services**



**Get More Language Support**

Did you know that TransACT has the ability to support more than 170 different languages? If you need access to languages that aren't currently available in your subscription, we can help. Contact Monica Passovoy at 425.977.2103 or [monica@transact.com](mailto:monica@transact.com).



**USED/DOJ Webinar Series:  
OCR Issue #6: Meeting the Needs of Opt-Out ELs**

Webinar series focusing on the recent guidance issued by USED and DOJ for serving English Learners. Presented by Dr. David Holbrook. Go to: [www.transact.com](http://www.transact.com).

**Paperless Board Meetings - Free 90-Day Trial**



Did you know that TransACT also has a paperless board meetings system? EduPortal® e-Convene is so simple and easy to use, you'll wonder how you've gone so long without it. Try e-Convene free for 90-days at [www.eduportal.com/free-trial](http://www.eduportal.com/free-trial).