

Gain Access Today! West Virginia

The West Virginia Department of Education is pleased to provide all school systems in West Virginia with free access to the TransACT® parent notifications. Use TransACT to help you meet complex federal and state parent notification requirements in multiple languages.

Your pre-paid West Virginia subscription includes:

- **GenEd Parent Notifications**
Contains more than 100 school forms, notices and letters translated into more than 21 languages.
- **NCLB Parent Notifications**
Contains more than 80 notices supporting NCLB parent communication mandates. Also includes NCLB RoadMaps, a comprehensive suite of online reporting tools for state personnel to monitor parent notification progress.
- **EduPortal® eLibrary - West Virginia Resources**
A state specific resource folder containing documents uploaded by the West Virginia Department of Education.

New User - Quick Tips:

Login To Your Account

1. Visit <http://www.transact.com>.
2. Click **Log In To Your Account** at the top of the page
3. Enter your Username and Password
Username: Your full district email address
Password: Designated during registration for personal access
4. Click **Log In To TransACT**

First Time User? Register For Access

1. Go to <http://www.transact.com>.
2. Click on the **Register** link at the top of the page (Next to "Log In To TransACT")
3. Select your **State, County and School District**
4. Select **Click Here to register for personal access** (bottom left)

Change Languages On A Document

1. Open the document you want
2. Find the orange drop down menu on the upper right that says "English"
3. Hover over the menu and select the language you need
4. Click **Open PDF**

Fill-In & Save A Document

1. Open the document you want
2. Click on the **Fill-in and Save** button in the toolbar on the right side of the page
3. Fill in the text in the highlighted fields
4. Click **Select Languages & Save**
5. Check the box next to the languages you want and click **Save**
6. Open the document in Adobe Reader or Preview
7. Go to File>Print or File>Save As

GenEd Document Catalog West Virginia

Campus Signs

- Administration
- Alcohol-Free Zone
- Attendance Office
- Bully-Free Zone
- Cafeteria
- Computer Lab
- Counseling Center
- Gymnasium
- Drug-Free Zone
- Employees Only
- Exit
- Family Center
- Interpreters Available Upon Request
- Kindergarten Registration
- Language Identification Chart - Please Point...
- Library
- Media Center
- Office
- Restrooms - Men
- Restrooms - Women
- School Nurse/Health Room - Elementary
- School Nurse/Health Room - Secondary
- Student Registration
- Thank You
- Tobacco-Free Zone
- Visitors: please Check In at the Front Office
- Weapon-Free Zone
- Welcome to My Classroom!
- Welcome to Our School!
- Welcome!

Health and Medical

- Emergency Information Card - WV
- Emergency Medical Exclusion - Immunization, Order of - WV
- H1N1 Influenza (Swine Flu), Letter to Parents - No Known Cases - Version A
- H1N1 Influenza (Swine Flu), Letter to Parents - Version B
- Immunization, Order of - WV
- Immunization - Statement of Exemption
- Incomplete Immunization Status, Notice of - WV
- Influenza (Flu), Frequently Asked Questions
- Health Information, Registration Attachment - WV
- Health Room Notification, Letter to Parents
- Hearing Screening Test, Parent Info and Consent for Retesting - WV
- Hearing Screening Test, Parent Info and Recommendation for Additional Testing - WV
- Immunization Clinic Locations
- Medication Administration, Letter to Parents
- Methicillin-Resistant Staphylococcus Aureus (MRSA), Info for Parents
- Physical Examination Required for School Sports - WV
- Recommended Childhood Immunization Schedule
- Student Health Letter, Because We Care (2 versions available)

- Students with Life-Threatening Health Conditions
- Vision Examination, Referral for

School, Office & Administration

- Absence, Documentation for
- Academic Progress Report - Elementary School
- Academic Progress Report - Secondary School
- Behavior Referral Form
- Bus Incident Report
- Bus Permission Slips
- Bus Riding Rules & Regulations
- Compulsory School Attendance Law - Notice to Parents
- Emergency Early Dismissal Form
- Federal Impact Aid, Annual Parent-Student Survey
- Field Trip Permission Form
- Field Trip Permit Slips
- Home Language Survey - Version B
- Important Information - Please Complete Notice - All Languages
- Important Information - Please Complete Notices
- Important Information - Please Read Notice - All Languages
- Important Information - Please Read Notices
- Important Information Concerning Student Privacy Rights
- Internet - Network Procedures
- Internet Individual User Consent Form
- Language Identification Chart, Point to the Language
- Notice of Corrective Action/Short-Term Suspension
- Notice of Emergency Expulsion
- Notice of Financial Obligation
- Notice of Long-Term Suspension/Expulsion
- Notice of School Attendance
- Notice of Student At-Risk
- Notice of Uncertified or Out of Field Teacher
- Notice to Staff: Enrollment of Undocumented Students
- Parent-Teacher Conference Letter
- Pesticide Application Schedule
- Pesticide Application Schedule, Notice to District Employees
- Pesticide Application Schedule, Notice to Parents
- Pesticide Application Schedule, Parent Notice of Change in Date
- Registration Form, Elementary Student (2 versions available)
- Registration Form, Secondary Student (2 versions available)
- Residency Affidavit
- Safety: Ensuring Your Child's Personal Safety
- School Event Invitation
- School Information Please Read Notice
- School Information Please Read Notice - All Languages
- School Schedule Change - Parent Involvement Letter
- Student Race and Ethnicity Reporting
- Student Record Information, Authorization for
- Violation of School Rules: Minor Infraction
- Welcome to Our School - Flyer
- Welcome to Our School - Parent Letter

GenEd Document Catalog West Virginia

Free & Reduced-Price Meals

- Application for Free and Reduced-Price School Meals
- Letter to Households: National School Lunch Program with Income Chart
- Notice of Eligibility
- Notice of Denied Eligibility
- Notice of Temporary Approval Expiring
- Notice of Selection for Verification of Eligibility
- Letter of Verification Results
- Sharing Information with Medicaid/SCHIP
- Sharing Information with Other Programs

ELL & Special Services

- Determination of Student Eligibility, English Language Development Program Placement
- English Language Development Program Exit Letter
- NCLB - Notice of Consortium Progress Title III Annual Measurable Achievement Objectives
- NCLB - Notice of District Progress Title III Annual Measurable Achievement Objectives
- NCLB - Notice of School Progress Title III Annual Measurable Achievement Objectives
- Notice of Annual Assessment of English Language Proficiency - Version A
- Notice of Annual Assessment of English Language Proficiency - Version B
- Parent Consent for English Language Assessment and Evaluation
- Request for English Language Development Program Withdrawal/Denial of Enrollment
- Section 504 - Rehabilitation Act, Parent/Student Rights
- Waiver/Refusal of ESL/Bilingual Program

ELL & Special Services - State Masters

- WV Eligibility Committee Report
- WV Individualized Education Program (IEP)
- WV Notice of Eligibility Committee/ IEP Team Meeting
- WV Notice of Individual Evaluation/ Reevaluation Request
- WV Parent's Guide to Response to Intervention (RTI)
- WV Prior Written Notice of District's Proposal/Refusal
- WV Procedural Safeguards

GenEd Languages:

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|-------------------|--------------|--------------|
| • Albanian | • Hmong | • Spanish |
| • Arabic | • Japanese | • Tagalog |
| • Bosnian | • Korean | • Thai |
| • Cambodian/Khmer | • Lao | • Urdu |
| • Chinese | • Portuguese | • Vietnamese |
| • French | • Punjabi | |
| • Gujarati | • Russian | |
| • Haitian Creole | • Somali | |

GenEd and ESEA (NCLB) provided at no cost by the West Virginia Department of Education

ESEA (NCLB) Document Catalog

West Virginia

Highly Qualified Staff (Series A)

- Annual Parent Notice, Right to Request Teacher Qualifications
- Teacher Qualification Response to Parents, Highly Qualified Teacher
- Teacher Qualification Response to Parents
- Notice of Teacher Status
- Annual Principal Verification of Highly Qualified Staff Requirements
- Annual Principal Verification of Highly Qualified Staff Requirements - Eligible Rural Schools

Title III - ELL (Series B)

- Request for English Lang. 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 Consortium Progress Title III Annual Measurable Achievement Objectives
- Notice of District Progress Title III Annual Measurable Achievement Objectives

Adequate Yearly Progress (AYP) (Series C)

- Status of School Adequate Yearly Progress (AYP) Notice to Parents (2 versions available)
- School Transfer Option (14 Day Notice)
- Notice of State Review of District, Adequate Yearly Progress - AYP
- District Not Making Adequate Yearly Progress (AYP), Letter to Parents
- District Improvement Plan Meeting, Invitation to Participate
- Anticipation of School AYP Status, Letter to Parents
- Results of State AYP Appeal
- Notice of School Restructuring and Parent Meeting
- Meeting Notice: Parent and Community Comment on School Restructuring Plan
- Notice to Parents: Options During Restructuring

Supplemental Educational Services (Series D)

- Annual Notice: Supplemental Educational Services
- Parent Request for Supplemental Educational Services
- Determination of Student Eligibility, Supplemental Educational Services
- Supplemental Educational Services: Parent Withdrawal or Request to Change Providers
- District Agreement with State-Approved Supplemental Educational Services Provider
- Supplemental Education Services, Individual Learning Plan (ILP)
- Change in District Status as Supplemental Educational Services Provider

Public School Choice (Series E)

- Request for School Transfer, Public School Choice
- District Response to School Transfer, Public School Choice
- District Response to School Transfer, Alternative to Public School Choice
- District Confirmation of School Transfer, Public School Choice

Parent Involvement (Series F)

- District Parent Involvement Policy Meeting, Invitation to Participate
- School-Parent Compact
- School Parent Involvement Policy Meeting, Invitation to Participate
- Parent Participation Form for District Parent Involvement Meeting
- Parent Participation Form for School Parent Involvement Meeting
- What Every Parent Should Know About the NCLB Act

Title I Eligibility (Series G)

- Notice of Schoolwide Title I Eligibility

Unsafe Schools (Series H)

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

Privacy Rights (Series I)

- 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 (2 versions available)
- FERPA: Annual Notice for Disclosure of School Directory Information, Elem/Middle (2 versions available)
- Protection of Pupil Rights Amendment (PPRA), Annual Notice to Parents
- Protection of Pupil Rights Amendment (PPRA), Scheduled Activities and Surveys

Homeless Education (Series J)

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

Private Schools (Series K)

- Notice of Annual Private School Consultation for Public School Services
- Verification of Annual Private School Consultation
- Private School Title I Services, Identification of Provider

Other Resources

- Language Identification Chart
- Welcome to Our School Poster
- Important Information - Please Complete Notices
- Important Information - Please Read Notices

NCLB Accountability and Compliance:

A searchable collection of NCLB-related reference guides and summaries for district and building administrators is available to manage responsibilities and timelines, and evaluate compliance and accountability procedures.

- NCLB Parent Notice and Information Requirements
- Guide to NCLB Parent Involvement and Communication Requirements
- NCLB Parent Notifications Summary, Checklist and Timelines
- NCLB Compliance Requirement Guide
- NCLB: A Desktop Reference
- OCR Legal Guide
- Office of English Language Acquisition - Fiscal Q & A 2006
- Summary of NCLB Policy Changes
- National Assessment of Title I: Final Report
- National Assessment of Title I: Summary of Key Findings
- FERPA: Final Regulation 12/09/2008
- FERPA: Summary - New FERPA Regulation Changes - 2008

ESEA (NCLB) Languages:

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