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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

June 25, 2024

() Action Required
(X) Informational

BULLETIN NO. 041-24 CENTER FOR THE IMPROVEMENT OF STUDENT LEARNING

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Public Charter Schools
School District and Charter School Civil Rights Compliance Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Translation of Federal Compliance Notifications Available

CONTACT: Kiva Parkhurst, Administrative Assistant
564-200-2071, kiva.parkhurst@k12.wa.us

BACKGROUND

State and federal law prohibits discrimination in Washington public schools on the basis of national origin, which includes limited-English proficiency (LEP). Under these laws, school districts must ensure meaningful communication with parents and guardians in a language they can understand and adequately notify them of information about any program, service, or activity of the school district that is called to the attention of non-LEP parents. (RCW 28A.642.010 and Title VI of the Civil Rights Act of 1964).

To support LEAs with this requirement, the Office of Superintendent of Public Instruction (OSPI) has purchased access to pre-translated forms through TransACT ParentNotices.

TransACT ParentNotices provides Washington LEAs with unlimited access to online collections. These are designed to meet federal requirements within the collections of Every Student Succeeds Act (ESSA), general education, Individuals with Disabilities Education Act (IDEA), and 504 collections in multiple languages. OSPI has ensured the top ten languages will be available on June 30th. These languages include:

- Arabic
- Chinese-Mandarin
- English
- Korean
- Punjabi
- Russian
- Somali
- Spanish
- Ukrainian
- Vietnamese

In addition to the top 10 languages, these other languages are offered within each collection:
 (*indicates a WA top 10, may not be available until June 30, 2024)

ESSA		General Education		IDEA	504
• Arabic*	• Korean*	• Albanian	• Lao	• Arabic*	• Arabic*
• Bengali	• Marshallese	• Arabic*	• Marshallese	• Chinese*	• Chinese*
• Burmese	• Nepali	• Bosnian	• Pashto	• English*	• English*
• Cambodian/Khmer	• Pashto	• Cambodian/Khmer	• Portuguese	• Hmong	• Korean*
• Chinese*	• Portuguese	• Chinese*	• Punjabi*	• Korean*	• Punjabi*
• Dari	• Punjabi*	• Dari	• Russian*	• Punjabi*	• Russian*
• English*	• Russian*	• English*	• Somali*	• Russian*	• Somali*
• French	• Somali*	• French	• Spanish*	• Somali*	• Spanish*
• Gujarati	• Spanish*	• Gujarati	• Tagalog	• Spanish*	• Ukrainian*
• Haitian Creole	• Swahili	• Haitian Creole	• Thai	• Ukrainian*	• Vietnamese*
• Hmong	• Ukrainian*	• Hmong	• Urdu	• Vietnamese*	
• Karen	• Urdu	• Japanese	• Urdu		
	• Vietnamese*	• Korean*	• Vietnamese*		

Access to TransACT

Access to the TransACT ParentNotices platform is available statewide for:

- Charter Schools
- Education Service Districts
- Private Schools
- School Districts
- Summer Meal Sponsor Sites
- Tribal Compact Schools

To sign up for a free account:

- Go to the [ParentNotices Self-Onboarding link](#)
- Enter your school district email address and click the green “Validate” button
- Make sure your school district is listed, then enter your first and last name, name of school, and ‘Title’ – you should ignore other fields at this time
- Click submit, and your account is created
- You’ll receive an email asking you to create and confirm a password
- Once you do this, you can log in to ParentNotices and start exploring

Additionally, please request that your district’s IT staff add the following domains to their “Allow List”:

- ParentNotices.com
- MG.ParentNotices.com
- TransACT.com
- TransACT.zohodesk.com

Important Information Regarding Content

Currently, the content available within TransACT ParentNotices is federally compliant, and not specific to Washington. **Please follow any form specific guidance issued by OSPI.**

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact: languageaccess@k12.wa.us, or Kiva Parkhurst, Administrative Assistant, Center for the Improvement of Student Learning, at 564-200-2071 or email kiva.parkhurst@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Tennille Jeffries-Simmons
Chief of Staff

Maria Flores
Executive Director
Center for the Improvement of Student Learning

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