MEMORANDUM OF UNDERSTANDING

BETWEEN

XXXXXXXX

AND

XXXXXXXX

This understanding is made and entered into this ## day of Month, Year by and between [agency/district/program name], whose address is [address], hereinafter referred to as ["acronym"] and agency/district/program name, whose address is [address], hereinafter referred to as ["acronym"].

This Memorandum of Understanding (MOU), or collaborative agreement, outlines expectations and guidelines for working in partnership. [Explain why: *The purpose of this document is to build community partnerships among elementary schools, early childhood care and education providers, and other identified partners to ensure smooth transitions to Pre-K and Kindergarten*]. It is co-authored by individuals representing the agencies/districts/programs involved.

# SCOPE OF WORK

1. PURPOSE – [Describe the purpose of the collaboration in detail.]
2. WAYS OF WORKING TOGETHER – [Outline the processes you will use to work together. Collaborative work frequently fails due to unclear processes for making decisions and managing work that involves shared, and at times overlapping, tasks and responsibilities.]  
     
   Components include:

* Management structures
* Decision-making protocols
* Mechanisms for communicating
* Technology usage (e.g., housing materials, video conferencing, webinars, collaborative workspaces, learning platforms)

1. ROLES AND RESPONSIBILITIES – [List the roles and responsibilities of the participants. Clarity about roles helps participants understand their responsibilities, holds them accountable for their commitments, and limits duplication of effort. It is possible that you may add additional staff after the MOU has been signed and the work has commenced. Outline expectations for adding new projects or staff (e.g., whether you would allow activities to be adapted) to avoid misunderstandings.]
2. ACTIVITIES AND OUTPUTS/MILESTONES – [Describe the activities you will conduct in a fair amount of detail, including steps within each activity. It takes a lot of work to iron out all the details at the outset, but comprehensive early planning makes it much more likely that you will be successful. Also describe anticipated outputs, such as materials produced, number of people served, or number of trainings provided. This will help you establish milestones that can be used to track progress in implementing activities. See *Appendix* for examples.]
3. DATA SHARING – [Describe data from each partner which supports the transition process. What items are needed and how it will be used and shared? See *Appendix* for examples.]
4. TIMELINES AND DURATION – [Establish timelines for each activity and for the duration of the collaborative agreement. The duration will vary depending on the intensity of the work. Some may be planned for a single year, while others may require several years.]
5. OTHER POTENTIONAL PARTNERS – [Identify other likely partners. Although not signers to the MOU, other agencies, districts, programs, and individuals may be involved in your collaborative activities. These could include:

* Recipients (families/children)
* Organizations and individuals who will help you implement activities. You may not know when you develop the MOU who all the partners will be, just be sure to include as much detail as possible.]

H. RESOURCE COMMITMENTS – [Determine the resources that will be provided by participants:

* Time and staffing
* Financial
* Other (e.g., technology platforms, materials) This area will likely require work with each participant’s home agency to determine mechanisms and requirements for such things as shared funding, budgeting, and subcontracts.]

# TERM OF AGREEMENT

This Agreement shall commence on [Beginning Date] and continue through [Ending Date], with [TBD] additional [TBD (numeric TBD)] year renewal(s) by written mutual consent. *(*If renewal option is not desired, then delete the reference to one.*)*

# COMPENSATION, PAYMENT AND FUNDING:

[Identify pricing and payment structure, if applicable.]

# TERMINATION

Either party may terminate this MOU with [Number]days written notice. [or other terms agreed upon]

# REPORTING REQUIREMENTS

[Define the desired outcomes of the work and how you will evaluate them:

* What changes will you expect to see?
* What benefits do you expect from the collaboration?
* How will the outcomes be evaluated (e.g., survey, interview, observation)? Choose evaluation methods carefully. Evaluation can have a significant impact on time and fiscal resources. Be sure to balance what you need and want to collect with your available resources.]

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized official or officers.

XXXXXXXX (agency/district/program) XXXXXXXX (agency/district/program)

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Agency Head Date Agency Head Date

Title Title

Appendix

**Activities/Milestones Examples**

Shared Professional Development

Professional Learning Teams across programs

Family and Student Transition/Orientation

Curricular/Assessment Alignment

Resources and Support for Parents and Early Childhood Stakeholders

Resources and Support for Students

Family Engagement Activities

Teacher Visits across programs

Shared Roundups or Health Fairs

Shared Home Visits

Shared Behavior Management Model

Play and Learn Groups across programs

Transition Camp

**Data Sharing Examples**

Signed Family Consent may be required for sharing student level data

* Child ID
* Academic Scores
* Screening and Assessment results, including Ages and Stages Questionnaire
* Health Records
* Individual Learning Styles/Interests/Motivators/Likes-Dislikes
* IEP/IFSP
* Positive Behavior Management Strategies
* Family/Caregiver Dynamics and Contact Information

**Potential Partner Examples (not limited to)**

School Districts

Head Start Programs

Pre-Schools

Childcare Providers

Parents/Caretakers

Health Providers/Health Department

Mental Health Providers

Local Businesses

Local Resource and Referral Agency

Local Library

Child and Family Community Groups

Higher Education Resources

Faith Based Organizations

Private Schools