

Steps to Partnering with HSD

Please note the time necessary and plan accordingly, starting the process at least two months before the start of programming. All Partnership Agreements must be finalized the start of programming. If you are a new partner, start at step one and for returning partners, start at step three.

Community Organization Steps to District Partnership	Expected Timeline
	New Partner: Approximately 9 Weeks Returning Partner: Approximately 6 Weeks
For new partners: Step 1. After making a connecting with a school and/or the district, a new partner must complete the school based provider information sheet	Approximately 1-2 weeks
Step 2. Partner has meeting with school principal and district staff to work out details (i.e. time, space, dates)	Approximately 1 week
For all partners: Step 3. Partner completes out Partnership Agreement (PA) template and submits Certificate of Liability insurance (COI)	Approximately 1 week
Step 4. Partnership team reviews the PA and COI (may include back and forth edits with partner)	Approximately 1 week
Step 5. Final version signed by Partner signing authority and sent to Community Partnership Specialist (with updated COI if necessary)	Time depends on partner
Step 6a. PA and COI goes for final review with Executive Director of Student Support and Family Engagement	Approximately 1-2 weeks
6b. Additional signatures may be needed	
Step 7. If there is a cost for the program a purchase order must be completed before start of programming (W-9 required for new partners vendor)	Please allow 2 weeks

For all forms, please visit highlineschools.org/communitypartnerships

Submit completed forms to Nikki Fogerty at nikki.fogerty@highlineschools.org.