

Sample Memorandum of Understandings for Section 1119 Coordination

MEMORANDUM OF UNDERSTANDING – ESEA SECTION 1119 COORDINATION

School Year: _____

Purpose: The purpose of this agreement is to facilitate collaboration and exchange of services between the _____ School District and the *insert name of Head Start or Program*.

Program Description: The *insert name* Head Start program currently serves three to five-year-old children and their families located in the _____ School District. The _____ School District currently has an early intervention program that provides education and related services for eligible children birth through age five.

Implementation: The School District and *insert name Head Start Program, Inc.* will work cooperatively to:

- (1) develop and implement a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood education program by ***insert "how" this will be accomplished;***
- (2) establish channels of communication between school staff and their counterparts (including teachers, social workers, and health staff) in such Head Start agencies or other entities carrying out early childhood education programs, as appropriate, to facilitate coordination of programs by ***insert "how" this will be accomplished;***
- (3) conduct meetings involving parents, kindergarten, or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children by ***insert "how" this will be accomplished;***
- (4) organize and participate in joint transition-related training of school staff, Head Start program staff, and, where appropriate, other early childhood education program staff by ***insert "how" this will be accomplished;*** and
- (5) link the educational services provided by such local educational agency with the services provided by local Head Start agencies by ***insert "how" this will be accomplished.***

Confidentiality: The School District and *insert name Head Start Program, Inc.* will follow the requirements outlined in the Family Education Right to Privacy Act(FERPA), the State and Federal guidelines under the Elementary and Secondary Education Act, Individuals with Disabilities Education Act(IDEA) and the Head Start Program Performance Standards(HSPPS).

Pertinent child progress/education records should be sent to: _____

Contact information for transfer of records: _____

School District Administrator

Head Start Administrator

Date

Date

Memorandum of Understanding

XXXXX School District and

XXXXX Head Start Program of XXXXX local Pre-School

ESEA Section 1119: Each local educational agency receiving assistance under this part shall carry out the activities described in subsection (b) with Head Start agencies and, if feasible, other entities carrying out early childhood development programs. Each local educational agency shall develop agreements with such Head Start agencies and other entities to carry out such activities.

PURPOSE

The purpose of this agreement is to facilitate and coordinate the following activities between XXXXX school district and XXXXX Head Start/XXXX Pre-school:

- (1) developing and implementing a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood education program;
- (2) establishing channels of communication between school staff and their counterparts (including teachers, social workers, and health staff) in such Head Start agencies or other entities carrying out early childhood education programs, as appropriate, to facilitate coordination of programs;
- (3) conducting meetings involving parents, kindergarten, or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children;
- (4) organizing and participating in joint transition-related training of school staff, Head Start program staff, and, where appropriate, other early childhood education program staff; and
- (5) linking the educational services provided by such local educational agency with the services provided by local Head Start agencies.

Activities:

The XXXXX School District and XXXX Head Start will:

1. Transfer records by
2. Ensure that Kindergarten teachers know who they should be working with by.....
3. Ensure opportunities to discuss the developmental and other needs of individual children will be provided through meetings with
4. Conduct joint transition related training for school staff and XXXXXXXXX by

5. Ensure that educational services provided by the LEA are linked with local Head Starts or Pre-schools by.....

This agreement is in effect from XXXXXXXXXXXX to XXXXXXXXXXXXXXXXXXXX and will be reviewed and renewed on an annual basis.

Signatures

Elementary Principal

Date

Superintendent

Date

Head Start Executive Director

Date

Head Start Director

Date