Memorandum of Understanding (MOU) Between
North Thurston Public Schools and Saint Martin's University (SMU)

Whereas Saint Martin's University and *North Thurston Public Schools* are both interested in furthering access to postsecondary educational opportunities, it is agreed as follows:

1) In order to facilitate guaranteed admissions to students at *North Thurston Public Schools* to Saint Martin's University data must be shared.
    a. Complete a Data Sharing Agreement (DSA)
2) That the high school college and career counselor agrees to inform their current students who qualify for guaranteed admissions the many opportunities at SMU.
3) That Saint Martin's agrees to grant guaranteed admissions to qualified students
    a. (**Nursing Program** may impose additional program admissions review and requirements including required nursing essay)
4) That SMU agrees to define qualified students as those who have:
    a. Completed or will complete high school graduation requirements.
    b. Maintained accumulative college-level GPA of 3.0 or better.
    c. Have no prior history of academic or social misconduct that led to disciplinary action during high school
    d. Completion of an Algebra 2 or equivalent class
5) That SMU agrees to automatically award the Academic Merit Scholarship to high school students who meet the GPA requirement. Students may also apply for other institutional scholarships offered after admissions to SMU.
6) That SMU agrees to mail a formal admission letter packet with merit scholarship to all newly-admitted high school student who have indicated interest in Saint Martin's University.
7) That SMU agrees to mail an SMU award letter with Federal and/or state aid including institutional awards
8) That SMU will help facilitate completion of FAFSA/WASFA by enrollment.

This agreement shall become valid when it is signed by both the SMU representative and the district representative.

Saint Martin's University

Patty Lemon

Dean of Admissions and Enrollment

Date: 7/7/2022

North Thurston Public Schools

Debra J. Clemens

Superintendent

Date: 6/21/2022

049-2223

Guaranteed Admissions Program

DATA SHARING AGREEMENT

North Thurston Public School District

AND

Saint Martin's University

Purpose of Agreement

The purpose of the data sharing agreement between ***North Thurston Public School District*** *and Saint Martin's University is to create a seamless solution to the Guaranteed Application protocol.*

This data sharing initiative is necessary to enable Saint Martin's University to create student records from student data provided by ***North Thurston Public School District****. The objective is to create a streamlined process for a student to apply and gain admission to Saint Martin's University with minimal work on the part of the student.*

Duration of Agreement

This agreement will remain in place until terminated by either party.

Description of Data

This data will be required of every student record that is shared between Providing Organization and Saint Martin's University.

Student First Name

Student Last Name

Student Email Address

Student Date of Birth (MM/dd/yyyy)

Student Phone Number (xxx-xxx-xxxx)

Student Street Address

Student City

Student State (ex. WA)

Student ZIP (ex. 98501)

Parent/Guardian Street Address

Parent/Guardian City

5049-2223

Parent/Guardian State (ex. WA)

Parent/Guardian ZIP (ex. 98501)

Parent/Guardian Phone Number (xxx-xxx-xxxx)

Parent/Guardian Email Address

High School Name

Unweighted GPA

Transcripts

Course taking details such as course coding

Race

Ethnicity

Free or Reduced Lunch (yes/no)

An excel template file will be provided to be filled out.

Data Access

The information sharing can be terminated by either party on written notice of 30 days. The terms of this agreement remain binding on any information shared and retained throughout its lifecycle, irrespective of whether the party remains a current signatory to this agreement.

Data Transfer will occur by secure link file drop in coordination with Assistant Director of Enrollment Systems. Data transfer will be one way, with the participating school district or high school being given a link where they can upload their data to a secure file on Saint Martin's network.

Data will be uploaded by participating School District or High School via the secure link:

https://dropbox.stmartin.edu/index.php/s/xQN7Tsm9CoA9KgC

Information will be shared on a strict need to know basis only and the data will only be processed by staff in order for them to perform their duties in accordance with one or more of the defined purposes.

Under no circumstances should personal data be processed in any way that is unsecured or left unattended. It is the responsibility of the sender to ensure that the method is secure and that they have the correct contact details for the receiver.

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Data Security

Data will not be accessible by any unintended parties. The folder that data is being uploaded to will be permissioned to include certain staff of Saint Martin's University to ensure proper care of the data.

Termination (of Agreement)

The District or High school may terminate this DSA, with 30 days written notice at any time, for any reason.

Signatures

North Thurston Public School District	Saint Martin's University
Sarah Rich	
Signature	Signature
Sarah Rich	
Sarah Rich	Printed Name
Executive Director, StdAch.	
Executive Director for Student Achievement	Title
7/6/2022	
Date	Date

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