

## MOU Approval Process Flow Chart 2018-2019 School Year

Community
Organization
or Agency

- Establishes agency account at online MOU database
- Fills in MOU, saves & prints form
- Submits one hard copy with original signatures



Principal or Central SFUSD Administrator

- Reviews description of services, schools and students to be served
- Reviews any additional SFUSD duties requested
- Confirms SFUSD contact is appropriate ("Notice to the Parties")



## Community Partnerships Office

- Reviews MOU and facilitates revisions (as needed)
- Routes MOU for review/approval by Legal and Superintendent
- Places MOU on agenda for Board of Education approval



- Legal and Superintendent review MOUs and send to Board of Education for approval
- BOE approves MOUs as *Consent* items



MOU Fully Executed

- PDF emailed to agency
- · Services may begin
- Original signed MOU on file in the Contracts office

The process to review, approve and fully execute **an MOU typically takes four weeks**. If the form is not completed properly, or is missing required information or insurance forms, it can take significantly longer for the MOU to be fully executed.

Please be sure to read our **FAQ about MOUs** and other updated information at <u>www.sfusd.edu/mou</u>