



Seven Things Community Partners Need to Know about Serving SFUSD Schools

Really Frequently Asked Questions	The Simple Answers
<p>1. Who needs an MOU? <i>(Memorandum of Understanding)</i> and who needs a <u>contract</u>?</p> <p><i>*Note: all DCYF-funded programs must have an MOU, including Equitable Access grantees with ExCEL contracts.</i></p>	<ul style="list-style-type: none"> • Any organization or individual working with students <u>free of charge to the school or SFUSD</u> needs to have an MOU! (You may charge families a fee for services provided outside of the regular school day.) • Anyone <u>paid by the school</u> for their services needs to have a <u>contract</u>. • If the MOU is for one school the principal can sign it; MOUs serving more than one site must be signed by a central SFUSD administrator.
<p>2. Can we use our own template or “site agreement” for a contract or an MOU?</p>	<p>Only SFUSD’s MOU and contract forms are valid.</p> <ul style="list-style-type: none"> • The SFUSD contract form will be provided by the school paying you. • Most MOUs are on SFUSD’s standard template, which organizations fill out through our online database. • See below for more info, and visit www.sfusd.edu/mou
<p>3. Once I have an approved MOU, does the school have to give me time in their schedule?</p>	<ul style="list-style-type: none"> • Having an approved MOU means you are eligible to offer the school your program or services. Site administrators have the final say about programs or services at their school.
<p>4. Can I have access to student data as part of our contract or MOU?</p>	<ul style="list-style-type: none"> • Community partners are allowed access to confidential student information, when necessary to provide services related to their MOU or contract. • You must comply with the Family Educational Records Privacy Act (FERPA) & have written parental consent to access confidential data. • If an agency wishes to use confidential student data for your own program evaluation or research, you must have written approval from SFUSD’s Office of Research, Planning, and Assessments (RPA).
<p>5. How can I connect with other organizations serving schools, so we can collaborate together?</p>	<ul style="list-style-type: none"> • Dozens of community organizations participate in the Community Partnerships Network, along with SFUSD staff. Visit the Network web page: www.tinyurl.com/PartnersNetwork • Reports by school name listing organizations with an MOU for each school are posted online: http://tinyurl.com/MOU-by-school
<p>6. When does someone need a facility use permit or a site improvement permit?</p>	<ul style="list-style-type: none"> • Anyone using school facilities outside of the regular school day must have a facility use permit, in addition to an MOU for any services. • Anyone making physical changes to a school (such as a mural, garden, play structure, etc.) must have a site improvement permit, as well as an MOU or contract for any services provided to students.
<p>7. Where can I find information and get help to do this right?</p>	<ul style="list-style-type: none"> • FAQ’s & info about MOUs can be found at www.sfusd.edu/mou - with links to guides and data sharing consent forms. • Contact the Partnerships office for help with your MOU! partnerships@sfusd.edu or (415) 241-6185 • For facilities use permits visit www.sfusd.edu/rentingfacilities