



## Seven Things Community Partners Need to Know about Serving SFUSD Schools

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