

Seven Things Every Community Partner Needs 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 contract?</p>	<ul style="list-style-type: none"> • Any organization or individual working with students <i>free of charge to the school or SFUSD</i> needs to have an MOU! <i>(They may charge families a fee for services provided <u>outside the regular school day.</u>)</i> • Organizations or individuals <i>paid by the site or SFUSD for their services</i> need to have a contract. • <i>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.</i>
<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> <p>District contract forms are provided by school or district staff. Most MOUs are on SFUSD’s standard template, which organizations fill out through our online database.</p> <p>See the links below for more info/access to MOU forms.</p>
<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 working with schools, so we can collaborate in offering our programs?</p>	<ul style="list-style-type: none"> • Dozens of community organizations, along with SFUSD staff, participate in the Community Partnerships Network. Visit the Network web page: www.tinyurl.com/PartnersNetwork • Reports by school name listing organizations with an MOU for each school are posted here: 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 including data-sharing consent forms & a guide to which forms are needed for services provided by community partners. • Contact the Partnerships office for help with your MOU! partnerships@sfusd.edu or (415) 241-6185 • Visit the Real Estate info page here: www.sfusd.edu/rentingfacilities