

SAMPLE Memorandum of Understanding
Between the (insert district name) and the (insert Head Start agency)

This Memorandum of Understanding (MOU) is made and entered into on (insert date), by and between the Superintendent of the (insert district name) and the Director of the (insert Head Start agency) ("the parties") for the 2008-2009 school year.

Whereas, the Head Start is required by the federal act, *Improving Head Start for School Readiness Act of 2007*, to develop a Memorandum of Understanding with the appropriate school district(s) responsible for managing publicly funded preschool programs in the service delivery area of the Head Start agency; and

Whereas, the local school district and the Head Start agency seek to further align curriculum PreK to 12, to improve transitions from early childhood programs to public school, and to engage families in their child's education, so that the achievement gap is closed and prevented.

Now, therefore, the Superintendent and Director, in collaboration with the appropriate early childhood and early elementary representatives, have agreed to coordinate and collaborate on the alignment of Head Start with the K-12 education system. The district and Head Start program hereby agree to coordinate on the following:

- education activities, curricular objectives, and instruction;
- public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs;
- selection priorities for eligible children to be served by programs;
- service areas;
- staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development;
- program technical assistance;
- provision of additional services to meet the needs of working parents, as applicable;
- communication and parent outreach for smooth transitions to kindergarten;
- provision and use of facilities, transportation, and other program elements; and
- other elements mutually agreed to by the parties.

District
By: _____
Name: _____
Title: _____
Date: _____

Head Start Agency
By: _____
Name: _____
Title: _____
Date: _____