**Appendix A**: **Memorandum of Agreement**

This Memorandum of Agreement is entered into between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , as Distance Learning Hub applicant and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the Community Adult Learning Center applicant regarding a collaboration for FY\_\_\_, with the expectation that services will be renewed annually while programs continue to be funded for Distance Learning by the Massachusetts Department of Elementary and Secondary Education.

The\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HUB) agrees to the following:

1. Provide instruction and academic support for students enrolled at the Hub.
2. Record student participation data into the ACLS web-based data management and accountability system for students enrolled at the Hub according to proxy seat time and direct time reporting methods.
3. Inform programs when students are ready for post-testing so the program can schedule the post-testing with their students in accordance with ACLS assessment policies.
4. Provide instructional materials, access to curriculum, and supplemental materials to all students.
5. Establish and support a sense of community among learners through social networking platforms.
6. Provide content for the orientation to be provided by the CALC.
7. Inform CALC when students are ready for post-testing.

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (CALC) agrees to the following:

1. Enroll a minimum of 10 students to be served and maintained throughout the year.
2. Conduct outreach, recruitment, intake, and enrollment for all DL students.
3. Conduct pre- and post-testing for DL students in accordance with ACLS Assessment Policy and Procedures at <http://www.doe.mass.edu/acls/assessment/>.
4. Obtain necessary release of information forms for all DL students.
5. Integrate DL prescreening into the adult learning center’s established intake process.
6. Follow a communication protocol established by the HUB to share information in order to best support DL students receiving instruction from the HUB.
7. Conduct orientation for DL students.

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Signature of HUB Representative Date

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Signature of CALC Representative Date