

## **SAMPLE MEMORANDUM OF UNDERSTANDING**

Between (**Name of Institution**) and (**Name of Independent School District**)

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is made and entered into by and between the Institution (hereinafter referred to as "College"), and Independent School District, (hereinafter ISD), pursuant to the authority granted in compliance with section 56.079 (d) of the Texas Education Code.

WHEREAS, the parties to this MOU desire to jointly participate in a work study mentorship program to; (1) mentor high school students at the ISD; (2) counsel high school students at the GO Centers or similar high school-based recruiting centers designed to improve student access to higher education; or (3) support student interventions at the College that are focused on increasing completion of degrees or certificates.

### **Both parties shall:**

- Work to meet the goals of *60x30TX* plan;
- Inform the other party of any scheduling changes that may impact service delivery;
- Develop a method of communicating needs and challenges;
- Comply throughout the duration of this MOU with the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99, FERPA compliance includes each party (1) protecting any confidential student information it receives or accesses that could make a student's identity traceable, and (2) ensuring that any data analysis or report shall not be disclosed to any third party without THECB's prior written consent; and
- Collaborate to encourage students to pursue post-secondary education.

### **The College shall:**

- Assign Work-Study Student Mentors for the academic year to designated high school organizations to promote college awareness and participation among students and parents;
- Train mentors, tutors, or advisors on how to spread the college-going message among students and parents;
- Recruit, screen, deploy, and monitor the work of the mentors, tutors, or advisors;
- Train the sponsor and other ISD personnel on the Work-Study Student Mentorship Program;
- Ensure mentors, tutors, or advisors complete and pass a criminal background check prior to working and/or interacting with any students; and
- Monitor the activities of the program and report program progress to the THECB.

**The ISD shall:**

- Ensure that Work-Study Student Mentorship Program Staff, including Mentors, Tutors, or Advisors, and students have access to a computer and internet access in the facilities where work will be completed;
- Designate a sponsor to oversee day-to-day program operation. This sponsor must be a school employee, or an adult volunteer authorized by the school to have access to students and facilities of the school; the abovementioned sponsor must complete and pass a criminal background check prior to working and/or interacting with any students;
- Display college and career readiness materials including FAFSA forms, Apply Texas Application, community college applications and other items;
- Utilize a tracking system provided and maintained by the College;
- Encourage teachers and students to use the program facilities and foster an expectation of college attendance; and
- Provide and document matching funds (cash or in-kind) in an agreed upon amount at least equal to the amount of the College’s contribution, pursuant to Texas Education Code, section 56.079 (e). The abovementioned matching funds shall support the wages and benefits of a student employed under the work-study student mentorship program.

**Term**

The initial term of this MOU shall begin upon final signature of the parties and shall remain in effect for a period of one \_\_\_\_ year. The parties shall review this MOU at least one hundred twenty (120) days before the expiration of the initial term and any subsequent renewal terms. Prior to any contract term expiration, including any subsequent renewals, this MOU may be renewed for (2) additional one-year terms.

**APPROVAL**

I have read and agree to the terms and conditions outlined above.

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College (authorized representative) Date

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Independent School District (authorized representative) Date