

Memorandum of Understanding

XXXXX School District and

XXXXX Head Start Program of XXXXX local Pre-School

ESEA Section 1119: Each local educational agency receiving assistance under this part shall carry out the activities described in subsection (b) with Head Start agencies and, if feasible, other entities carrying out early childhood development programs. Each local educational agency shall develop agreements with such Head Start agencies and other entities to carry out such activities.

PURPOSE

The purpose of this agreement is to facilitate and coordinate the following activities between XXXXX school district and XXXXX Head Start/XXXX Pre-school:

- (1) developing and implementing a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood education program;
- (2) establishing channels of communication between school staff and their counterparts (including teachers, social workers, and health staff) in such Head Start agencies or other entities carrying out early childhood education programs, as appropriate, to facilitate coordination of programs;
- (3) conducting meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children;
- (4) organizing and participating in joint transition-related training of school staff, Head Start program staff, and, where appropriate, other early childhood education program staff; and
- (5) linking the educational services provided by such local educational agency with the services provided by local Head Start agencies.

Activities:

The XXXXX School District and XXXX Head Start will:

1. Transfer records by
2. Ensure that Kindergarten teachers know who they should be working with by.....
3. Ensure opportunities to discuss the developmental and other needs of individual children will be provided through meetings with

4. Conduct joint transition related training for school staff and XXXXXXXXX by

5. Ensure that educational services provided by the LEA are linked with local Head Starts or Pre-schools by.....

This agreement is in effect from XXXXXXXXXXXX to XXXXXXXXXXXXXXXXXXXX but will be reviewed on an annual basis and renewed as required.

Signatures

Elementary Principal

Date

Superintendent

Date

Head Start Executive Director

Date

Head Start Director

Date