

# Coordination Agreement

## I. Parties to the Coordination Agreement

A. \_\_\_\_\_

B. \_\_\_\_\_

### All parties to this agreement agree to the following:

## II. Purpose of the Coordination Agreement

- A. To work together effectively to improve outcomes and provide opportunities for children birth through five to experience school success.
- B. To promote collaboration among the parties and their local counterparts.
- C. To support the development of agreements between Local Education Agencies (LEAs) and Head Start/ private early childhood programs.

## III. Guiding Principles

- A. Create and maintain a meaningful partnership to ensure acceleration of school readiness and eliminate the “achievement gap”.
- B. Plan and implement strategies based on practice and research that have proven to support children’s school success.

## IV. Joint Planning Actions

- A. Develop and implement a systematic procedure for sharing student records.
- B. Establish channels of communication to include all stakeholders.
- C. Conduct meetings as necessary to discuss the individual needs of students.
- D. Organize and participate in joint transition-related training of school staff, Head Start staff, and/or other early childhood education program staff.
- E. Incorporate strategies that address the needs of children with disabilities, homeless children, and non-English speaking children.

## V. Modification

This Agreement may be modified when the parties mutually agree in writing. Except for the specific section of the Agreement, which was thereby modified, the Agreement shall remain in full force and effect and shall be subject to the same laws, obligations, conditions, provisions, rules, and regulations, as it was prior to the modification.

## VI. Term of Contract

The term of the Agreement shall be for the school year from the date this Agreement is executed. This Agreement may be renewed as both parties mutually agree in writing.

Either Party may terminate this Agreement at any time, for any reason or no reason, by giving not less than (\_\_\_\_\_) days' written notice thereof to the other Party. Upon the expiration of the notice period, this Agreement shall terminate without further liability to either Party other than those liabilities, rights and obligations that accrued prior to the date of such termination.

**VII. Signatures**

\_\_\_\_\_  
*Head Start/Preschool Provider      Date*

\_\_\_\_\_  
*LEAs      Date*

**VIII. For Future Consideration**

- A.** Align curricula, assessment, and accountability measures in preschool with kindergarten.
- B.** Coordinate calendars of events and professional development to reinforce collaboration.