



**Sample Elementary School District
Superintendent's Office**

67892 South Mountain Blvd. Brennant, CA 98765-9876

6/15/07

Brad C. Phillips, Ph.D.
Executive Director, Cal-PASS
2236 Encinitas Blvd., Suite H
Encinitas, CA 92024

Dear Dr. Phillips:

 SESD is interested in participating with the California Partnership for Achieving Student Success (Cal-PASS) in data sharing activities among primary, secondary and postsecondary institutions. The District hereby agrees to enter into the Memorandum of Understanding (MOU) dated July 1, 2004, and be bound by all of its terms and conditions, effective as of **June 15** , 2007. A copy of the Memorandum of Understanding and a completed Data Sharing Educational Institutions form, signed by an authorized officer of the institution, are attached hereto.

Sincerely,



Superintendent, SESD

Enclosures

MEMORANDUM OF UNDERSTANDING

CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT SUCCESS

This Memorandum of Understanding, herein referred to as “MOU,” is entered into by and between those school districts, community college districts, colleges, and universities (herein collectively “educational institutions”) who elect to accept its terms pursuant to Section 11 herein.

PREAMBLE

California Partnership for Achieving Student Success (Cal-PASS) collects, analyzes, and shares student data in order to track performance and improve success from elementary school through university. To that end, Cal-PASS will coordinate the process of consortium member educational institutions sharing academic performance data concerning students who have or who are attending their institutions by facilitating the transfer of data from the member educational institutions, ensuring the confidentiality of records and their consistency with FERPA (Family Education Rights and Privacy Act) guidelines, and providing technical assistance to member educational institutions.

The educational institutions who choose to participate in this MOU desire to evaluate and improve their respective educational programs through the analysis of academic performance data concerning students who have or who are now attending a consortium member institution. It is necessary, therefore, for the educational institutions to share student data on a reciprocal basis so that they may evaluate and analyze their respective educational programs.

Cal-PASS is designed to improve transitions and success across educational segments. The educational institution members of Cal-PASS will use Cal-PASS data to develop, implement, and assess interventions to improve instruction. The preferred means for participation is for institutional faculty to engage in the Cal-PASS vertical Professional Learning Councils.

THEREFORE, the educational institutions agree to the following terms of this MOU:

1. Data Sharing

The data shall be provided at least annually consistent with the dates established by Cal-PASS administration. Said data shall be provided in the manner and form as specified by Cal-PASS. The educational institutions shall have access to this data as set forth in the executed Data Sharing Educational Institutions form. The data shall be used only for conducting studies for the purpose of improving instruction. Any data received pursuant to this Memorandum shall be destroyed when it is no longer needed for the studies and no later than seventeen years from the date the data is first received. Cal-PASS may, from time to time at its discretion, provide student data from its members in an anonymous form to recognized educational research institutions for analysis in research concerning the improvement of instruction.

2. Confidentiality

The educational institutions will maintain the confidentiality of any and all student data exchanged by each as a part of this MOU. The confidentiality requirements under this paragraph shall survive the termination or expiration of this MOU or any subsequent agreement intended to supersede this MOU. To ensure the continued confidentiality and security of the student data processed, stored, or transmitted under this MOU, educational institutions shall establish a system of safeguards that will at minimum include the following:

- a. Procedures and systems that ensure all student records are kept in secured facilities and access to such records is limited to personnel who are authorized to have access to said data under this section of the MOU.
- b. All designated consortium members and staff and faculty at consortium educational institutions involved in the handling, transmittal, and/or processing of data provided under this MOU will be required to execute a confidentiality agreement requiring said personnel to maintain the confidentiality of all student related personally identifiable information.
- c. Procedures and systems that shall require the use of secured passwords to access computer databases used to process, store, or transmit data provided under this MOU.
- d. Procedures and systems, such as good practices for assigning passwords, shall be developed and implemented to maintain the integrity of the systems used to secure computer databases used to process, store, or transmit data provided under this MOU.
- e. Procedures and systems that ensure that all confidential student data processed, stored, and/or transmitted under the provisions of this MOU shall be maintained in a secure manner that prevents the interception, diversion, or other unauthorized access to said data.
- f. The procedures and systems developed and implemented to process, store, or transmit data provided under this MOU shall ensure that any and all disclosures of confidential student data comply with all provisions of the “Family Educational Rights and Privacy Act” and California law relating to the privacy rights of students, such as but not limited to, the Information Practices Act and the California Public Records Act insofar as such laws are applicable to the parties to this MOU.

3. Indemnification

Each educational institution participating in this MOU agrees to defend, indemnify, and hold each other educational institution participating in this MOU, and its officers, employees, and agents harmless from and against any liability, loss, expense (including attorneys’ fees), or

claims of injury or damages arising out of the performance of the terms of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying educational institution, and/or its officers, employees or agents.

4. Entire Agreement

This document states the entire agreement between the educational institutions with respect to its subject matter and supersedes any previous and contemporaneous or oral representations, statements, negotiations, or agreements.

5. Execution

Each of the persons signing this MOU on behalf of a party or entity other than a natural person represents that he or she has authority to sign on behalf and to bind such party.

6. Assignment

None of the signatories to this MOU may assign their rights, duties, or obligations under this MOU, either in whole or in part, without the prior written consent of the other signatories to this MOU.

7. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable under present or future laws effective during the term of this MOU such provision shall be fully severable. This MOU shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this MOU.

8. Waiver

Waiver by any signatory to this MOU of any breach of any provision of this MOU or warranty of representation set forth herein shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right under this MOU shall not operate as a waiver of such right. All rights and remedies provided for in this MOU are cumulative.

9. Modification and Amendments

This MOU may be amended or modified at any time by mutual agreement of the authorized representatives of the signatories to this MOU. The educational institutions further agree to amend this MOU to the extent amendments are required by an applicable law or policy issued by an appropriate regulatory authority if the amendment does not materially affect the provisions of this MOU. However, if new laws, policies, or regulations applicable to the educational institutions are implemented which materially affect the intent of the provision of this MOU, the authorized representatives of the signatories to this MOU shall meet within a reasonable period of time, e.g. 20 business days from the date of notice of such change of law,

policy, or regulations, to confer regarding how and/or if those laws, policies, or regulations will be applied or excepted.

10. Term of this MOU

This MOU shall be in effect for any institution for the period commencing from the effective date established pursuant to Section 11 until June 30, 2015. Any participant (s) listed as a party to this MOU may terminate its participation by delivering written notice of its intent to terminate said participation to Brad C. Phillips, Grossmont-Cuyamaca Community College District. However, termination by any participant(s) listed as a party will have no force or effect on the rights and responsibilities as to the remaining participants.

11. Joinder of Parties

The parties agree that any school district, community college district, WASC accredited public or private four-year college or university located in California or other educational organization whose purpose is to improve student success, may become a party to this MOU by executing a letter addressed to the consortium stating as follows:

SESD (name of institution) hereby agrees to enter into the Memorandum of Understanding dated June 15, 2007, and be bound by all of its terms and conditions, effective as of the date of this letter. A copy of the Memorandum of Understanding and a completed Data Sharing Educational Institutions form, signed by an authorized officer of the institution, are attached hereto.

Said letter shall be executed by an authorized officer of the institution.

Signed: *Sally Smith* Date: 06/15/2007

Print Name: Sally Smith

Title: Superintendent

Phone number: (555) 555-5555

Email address: ssmith@sesd.ca.us.k12

Please complete the following Cal-PASS contact information for your institution/district. You may submit it along with your signed MOU or email it to mkpatton@calpass.org.

Designation of Contacts for Cal-PASS

Name of Institution/District: Sample Elementary School District
Consortium/Region Name: Central Valley

Program Contact: This person is responsible for coordinating the Cal-PASS process at your institution. This is the person who will receive the User ID and Password, which are required to access data and performance reports on the web site. Security is a very high priority, and to that end we will only issue the User ID and Password to the Program Contact, who in turn may identify other authorized users.

Name: Sam Waters
Title: Assistant Superintendent
Phone Number: (555)555-5554
Email Address: swaters@sesd.ca.us.k12

Information Technology Contact: This person is responsible for generating and submitting the data files.

Name: Judy Johnson
Title: Director of IT
Phone Number: (555)555-5553
Email Address: jjohnson@sesd.us.ca.k12

**DATA SHARING EDUCATIONAL INSTITUTIONS
CALIFORNIA PARTNERSHIP FOR ACHIEVING STUDENT SUCCESS
CAL-PASS**

In the section below and on the attached pages, please designate the institutions with which you wish to share data.

Return the following three documents:

1. The letter, signed by an authorized officer of the institution, as described in Section 11 of the MEMORANDUM OF UNDERSTANDING (MOU);
2. A copy of the MOU;
3. This DATA SHARING EDUCATIONAL INSTITUTIONS form and this cover, executed by an authorized officer of the institution.

Return documents to:

Brad C. Phillips, Ph.D.
Cal-PASS Executive Director
2236 Encinitas Blvd., Suite H
Encinitas, CA 92024

Please designate the institutions with which you wish to share data.

All partners listed on the attached list

Or

Only those partners designated on the attached list

Attach appropriate county share list(s)

Additional statewide projects: checking these boxes will allow access to your data for inclusion in statewide or regional research projects.

<input type="checkbox"/> AVID Advancement Via Individual Determination
<input type="checkbox"/> GEAR UP Gaining Early Awareness and Readiness for Undergraduate Programs
<input type="checkbox"/> MESA Math Engineering Science Achievement
<input type="checkbox"/> The PUENTE Project
<input type="checkbox"/> TRIO Programs Educational Opportunity Centers Ronald E. McNair Postbaccalaureate Achievement Student Support Services Talent Search Upward Bound
<input type="checkbox"/> Other _____

I certify the information above is correct:

Signed: *Sally Smith* Date: 06/15/2007

Print Name and Title: Sally Smith - Superintendent

Phone Number: (555)555-5555 Email: ssmith@sesd.ca.us.k12

Name of Institution: Sample Elementary School District

Attach county share list(s) to this form!

SAMPLE

Alameda

Universities:

- All CSU Campuses in California
- All UC Campuses in California
- California State University, Hayward 110574
- Mills College 118888
- University of California, Berkeley 110635
- Other _____

Community Colleges:

- All Community Colleges in California
- Chabot – Las Positas District 111920
- Ohlone College 120290
- Peralta Community College District 121178
- Other _____

K-12 Districts:

- All K-12 Districts in Alameda County
- Alameda City Unified 61119K
- Alameda Co. Office of Education 10017K
- Albany City Unified 61127K
- Berkeley Unified 61143K
- Calif. School for the Blind 31609K
- Calif. School for the Deaf 31617K
- Castro Valley Unified 61150K
- Dublin Unified 75093K
- Emery Unified 61168K
- Fremont Unified 61176K
- Hayward Unified 61192K
- Livermore Valley Joint Unified 61200K
- Mountain House Elementary 61218K
- New Haven Unified 61242K
- Newark Unified 61234K
- Oakland Unified 61259K
- Piedmont City Unified 61275K
- Pleasanton Unified 75101K
- San Leandro Unified 61291K
- San Lorenzo Unified 61309K
- State Board of Education Charter 75622K
- Sunol Glen Unified 75119K

CAREER TECHNICAL EDUCATION STUDENT DATA

ADDENDUM TO Cal-PASS MEMORANDUM OF UNDERSTANDING

THIS ADDENDUM to the Memorandum of Understanding entered into between the undersigned Institution (“the Institution”) and the California Partnership for Student Success (“Cal-PASS”) is made and entered into this 15th day of July, 2008, with reference to the following facts:

A. Cal-PASS has been identified in the California State Plan for Career Technical Education to track student transition and progress in career technical education; and

B. The Institution is currently a member or about to become a member of Cal-PASS, and recognizes that the public reporting and tracking of career technical education students is outside the scope of the standard Cal-PASS Memorandum of Understanding;

NOW, THEREFORE, the Institution and Cal-PASS agree as follows:

1. Data Sharing. In order to comply with the California State Plan for Career Technical Education, the Institution hereby gives permission to Cal-PASS to track and report in the aggregate (cell sizes 6 or greater) progress of its career technical education students to appropriate state and federal agencies.

2. Limitation on Reporting. Cal-PASS shall report in the aggregate (cell sizes 6 or greater) to designated state and federal agencies appropriate data concerning Institution’s career technical education students as required in order to comply with the California State Plan for Career Technical Education. Such reporting shall be limited to students in career technical education.

THE INSTITUTION:

Sally Smith

By: Sally Smith

Title: Superintendent