Agreement Between

[INSERT EARLY LEARNING PROGRAM NAME]

and

[INSERT SCHOOL DISTRICT NAME]

This agreement is between the [INSERT EARLY LEARNING PROGRAM NAME] (“early learning program”) and the [INSERT SCHOOL DISTRICT NAME] (“school district”) to coordinate activities and programming.

# Authority

Per Section 1119 of the Elementary and Secondary Education Act, as amended, each school district receiving Title I, Part A funds, regardless of whether it operates a Title I, Part A preschool program, must carry out coordination activities with Head Start agencies and, if feasible, other early learning programs that serve children who will attend the schools of the school district.

More information can be found in the U.S. Department of Education Non-Regulatory Guidance titled "[Serving Preschool Children Through Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended](https://oese.ed.gov/files/2024/02/Title-I-Preschool-Early-Learning-Guidance-Revised-2023-FINAL.pdf)”.

# Agreement

To increase coordination between the school district and the early learning program, both parties agree to:

* Develop and implement a systematic procedure for transferring student records with parental consent.
* Establish channels of communication between school staff and their early learning program counterparts to facilitate coordination of programs.
* Conduct meetings involving parents, elementary school teachers, and the early learning program teachers to discuss the developmental and other needs of individual children.
* Organize and participate in joint transition-related training of school staff and the early learning program staff.
* Link the educational services provided by the school district with the services provided by the early learning program.

# Term of Agreement

This agreement shall be effective as of the date of signing by both parties and shall continue until modified or replaced at the discretion of either party. To modify or replace the agreement, an agency must provide 30 days written notice.

# Signatures

## Early Learning Program Representative

     

*Printed Name Title*

*Signature Date*

## School District Representative

*Printed Name Title*

*Signature Date*

Coordination Processes

For each of the agreed upon activities, describe each agency’s responsibilities to meet the activities. Consider how implementation of the activities will be monitored.

# Student Records Transfer

*Describe the systematic procedure for transferring records of preschool children, with their family’s consent.*

# Communication

*Describe the process for communication between school staff and their early learning program counterparts.*

# Coordinated Meetings

*Describe the process for conducting meetings involving parents, kindergarten or elementary school teachers, and teachers from the early learning program to discuss the developmental and other needs of individual children.*

# Joint Training

*Describe the process for organizing and participating in joint transition-related training of school staff and the early learning program staff.*

# Coordinated Services

*Describe the process for linking the educational services provided by the school district with those provided by the early learning program.*