


Guide to Submitting Your Memorandum of Understanding



The Memorandum of Understanding (MOU) is where your relationship with CalSCHLS starts on paper. This document provides some background information as well as steps to take to sign and submit your MOU.

What is a Memorandum of Understanding?

The MOU specifies the responsibilities of the district and those of the CalSCHLS Regional Center. It does not obligate you to conduct the survey, but it does allow you to move forward with the planning process. We request that you submit an MOU in a timely manner.

If I am getting financial support to administer the survey, does signing the MOU mean I am obligated to pay the full cost of survey administration?

If your County Office of Education or other outside agency is covering all or part of the survey administration costs, signing the MOU does not mean you will be required to pay those costs.

What are the steps to signing and submitting my MOU?

Step 1: Make a Request. The MOU must be requested from your [Regional TA](#). You may register for the survey on the [Coordinator Portal](#) prior to submitting the MOU.

Step 2: Sign. Depending on your district's policy, the District Coordinator, District Superintendent, or District Board President may sign the MOU. Make sure to allow sufficient time to obtain the necessary signature prior to your survey administration.

Step 3: Submit. Follow the instructions from your [Regional TA](#) for submitting the signed MOU.

What if my district requires a contract?

If your district requires a contract in addition to the MOU, please reach out to your TA to discuss.

A contract process may be subject to additional fees and processing time. In almost all situations, the CalSCHLS MOU and a purchase order from your district or county are sufficient.

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.