SFUSD SAN FRANCISCO PUBLIC SCHOOLS

SFUSD Staff's FAQs and Short Answers about Service Providers, MOUs & Contracts

The Really Frequent Questions	The Short Answers
1. **Who needs an MOU?** *(Memorandum of Understanding)* **and who needs a contract?**	**Any organization or person providing services to students, families or staff - before, during or after school - must have an MOU or a Contract. Some details:** ➔ **MOUs: Used when services are free of charge to the school/SFUSD.** ➔ **A Contract: Used for a site/SFUSD to pay organizations or individuals.** ● Families may volunteer in their children's schools **under direct supervision of certificated SFUSD staff**, without an MOU or background check. ● **Parents may not supervise students or run programs unless they've been cleared** through an organization with an MOU or contract. ● MOUs must be approved by the Board of Education before services begin!
2. **Can we use the agency's form** or "site agreement" ?	**MOUs must be on SFUSD's standard or special templates.** ● **Most MOUs are on SFUSD's standard form, filled out online by the service provider** (*unlike contracts - which are filled out by SFUSD*). ● Find details in our **FAQs for MOUs**, or visit ***www.sfusd.edu/mou***
3. **How do I know if they have an MOU?** How do they add my school to their MOU? How do I see details about a program with an MOU?	● See a **List of approved standard MOUs** by **organization name** - which includes links to view details (in PDFs of executed MOUs & to the online platform). ● Find PDFs in **these folders** organized by the date approved by the Board of Ed. - or **Create a user account** to see online MOUs & access reports, to **confirm which MOUs name your site** & other details about the services. ● Point providers to the **Step by Step instructions to add sites** to their MOU.
4. If a group has an approved MOU - **do we have to let them work in our school**?	● **If they're not a good fit** for your school you can say, **"No, thank you."** ● **An approved MOU** means they are **eligible to offer their services. Site administrators have the final say about programs at your school.**
5. **Can we refer families** to services in their community?	● **Schools should not recommend or "refer" students** to any outside community organizations or programs. **You can let staff/families know about community resources by sharing a list of multiple programs/services** that are available.
6. Some organizations are asking for **family contact information** and/or **access to student data** - can we share this with them?	● Service providers are allowed access to contact info & other confidential student data **only when necessary to provide services** related to their MOU. ● They must comply with the Family Educational Records Privacy Act (FERPA). **SFUSD's form for parental/guardian consent** is linked at ***www.sfusd.edu/mou*** ● Using student data for ***program evaluation*** requires **prior written approval** from SFUSD's office of Research, Planning & Assessments (RPA).
7. When does someone need a **facility use permit**? What's needed to **build a garden**, or **just water plants**?	● **Anyone using school facilities outside of the regular school day must have a facility use permit** (as well as **an MOU if providing services to students)**. ● Find FAQs & info about facility permits: ***www.sfusd.edu/rentingfacilities*** ● Check **these scenarios for services** & links to forms that are needed.
8. **Where can I find more info about all these procedures?!**	● **Detailed info to navigate MOUs** *at the public page*: ***www.sfusd.edu/mou*** ● **Find more links for SFUSD staff** *at the internal page: **Manage Partnerships***

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9.	**I am a Therapist who would like to provide services to a student on campus at a school at the request of a parent. Do I need an MOU?**	Private practitioners generally cannot provide services to students at school sites. Organizations with approved MOUs can provide services in schools during non-academic time. See this document for more information. Procedures - providing services for individual student
10.	**An Community Based Organization would like to donate a mural**	If a Community Based Organization (CBO) is donating the time and materials then they will need to enter into a donation MOU agreement with SFUSD. The execution of this agreement is facilitated through the Facilities Department and submitted to the BOE for approval before work can commence. Details on the process are included in the donation MOU instructions. The processing of these requests is currently on hold due to staff capacity constraints. The donation MOU instructions are available on the SFUSD Real Estate Office webpage. If SFUSD is entering into a service agreement with a CBO to pay for the mural then the agreement type is a professional service agreement.
11.	**As an SFUSD employee, can I share out parent/guardian email addresses or phone numbers to Community Based Organization (CBOs)?**	Generally, no. Per the Legal Department, SFUSD employees cannot share parent/guardian email addresses or phone numbers with third parties unless the parent/guardian has signed a consent form authorizing such sharing or a FERPA exception is in effect. CBOs that have an active MOU with SFUSD can request Directory Information for SFUSD *students*, which does include a home address and a phone number. Even if the Directory Information request is granted, however, SFUSD employees **cannot** share parent/guardian-specific contact information with third parties without consent.