California Department of Education April 2024

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# Memorandum of Understanding Every Student Succeeds Act Title III

## Providing English Learner Student

## Programs and Services to Private Schools

[Insert] School Year

### Section 1: General

The [Insert Private School Name] has notified the [Insert local educational agency (LEA) Name] of a request to participate in the English Learner (EL) Student Program funded under the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, Title III, Part A for the [Insert School Year]. The Private School is located within the geographic jurisdiction of this school district.

This Memorandum of Understanding (MOU) contains a description of the nature and scope of services and products to be provided by the [Insert LEA Name] to the [Insert Private School Name] in order to serve the EL students enrolled in the private school.

### Section 2: Identification of Students

The school district identified [Insert Number of EL Students] using the tool for identifying EL students. EL students were identified on [Insert Date].

Based on the number of EL students identified, the private school generated [Enter Amount] for programs, products, and services for these students.

The EL student identification process consisted of the administration of a Home Language Survey (HLS) followed by the administration of the [Insert Name of the English proficiency assessment used] for those students for whom a language other than English was entered on the HLS. The assessment is selected and approved by the private school after consultation with the school district. The [Insert Private School Name] shall determine when EL students become fluent English proficient.

Section 3: Services to be Provided

(In this section, list the materials, programs, and services the [Insert LEA Name] will provide with at least the amount of funds generated by the private school.)

**The following materials and programs are requested**:

English language development (ELD) coaching for three teachers conducted on a quarterly basis;

A series of effective professional development workshops on strategies for teaching content driven language;

After school tutoring for EL students; and

Primary language literature in all languages appropriate to the EL students to be served.

**The** [Insert LEA Name] **will provide the following**:

A series of effective professional development workshops described below, and

After school tutoring for EL students every Thursday that school is in session.

Section 4: Roles and Responsibilities

(In this section, identify how, where, when, and who will provide the services.)

The primary language literature selected by the private school will be ordered by the [Insert LEA Name] from [Insert Publisher Name] on or before August 15, [Insert year in which services are provided] and delivered to [Insert Private School Name].

A series of professional development workshops on effective integrated and designated ELD instructional strategies will be provided to all teachers serving EL students commencing on [Insert Date] and provided on the 10th day every other month thereafter by [Insert Provider Name]. Professional development activities will take place at [Insert Location]. The LEA shall ensure payment to [Insert Provider Name].

### Section 5: Other Services

As part of the ongoing consultation process, representatives of the [Insert LEA Name] and the [Insert Private School Name] shall meet during the school year in which services are being provided to discuss the delivery and effectiveness of services provided to EL students. The private school shall determine if any changes are needed in the program during the current or next school year.

### Section 6: Other provisions

Both parties of this MOU shall fulfill the conditions listed herein. All products, programs, and services will be paid for by the [Insert LEA Name]. The private school will not receive funds directly.

### Section 7: Signatures of authorized representatives

*For* [Insert Private School Name]:

Name: [Insert name of Private School representative]

Phone Number: [Insert phone number of Private School representative]

Signature: [Private School representative signature]

Date: [Insert date signed]

Title: [Insert title of Private School representative]

*For* [Insert LEA Name]:

Name: [Insert name of LEA representative]

Phone Number: [Insert phone number of LEA representative]

Signature: [LEA representative signature]

Date: [Insert date signed]

Title: [Insert title of LEA representative]

1. This sample memorandum of understanding was developed by the Language Policy and Leadership Office, California Department of Education, April 2024. It is for technical assistance purposes only. [↑](#footnote-ref-1)