

MEMORANDUM OF UNDERSTANDING

Between

Bauer Family Resources Head Start/Early Head Start (Bauer)

and

Lafayette School Corporation (LSC)

September 1, 2026

Term: Until Revised or Terminated by Either Party

I. Purpose

This Memorandum of Understanding (MOU) establishes procedures and responsibilities between **Bauer** and **LSC** to ensure the effective coordination of services for preschool children ages three through Head Start eligible five-year-olds.

This agreement is intended to:

1. Define the responsibilities of each agency.
 2. Ensure that children eligible for special education and related services receive a free appropriate public education (FAPE) in the least restrictive environment (LRE) in accordance with the Individuals with Disabilities Education Act (IDEA).
 3. Support compliance with Head Start Program Performance Standards and Every Student Succeeds Act (ESSA).
 4. Promote effective communication and collaboration between Head Start and the LEA.
 5. Improve transitions between early childhood programs and kindergarten.
 6. Ensure that all enrolled children receive timely developmental, speech, language, and hearing screenings and appropriate follow-up services when concerns are identified.
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II. Program Mandates

A. Responsibilities of the LEA

The LEA shall:

1. Conduct Child Find activities to identify preschool-aged children who may have disabilities.
2. Ensure the provision of special education and related services in accordance with federal and state regulations.
3. Complete evaluations and eligibility determinations within all required timelines.
4. Participate in collaborative planning and transition activities with Head Start.
5. Maintain appropriate records and documentation related to evaluations, eligibility, and services.

B. Responsibilities of Head Start

Head Start shall:

1. Recruit, enroll, and serve eligible children and families.
2. Ensure enrollment opportunities for children with disabilities consistent with Head Start Performance Standards.
3. Conduct developmental screenings and monitor child development.
4. Refer children with suspected delays or disabilities for further evaluation.
5. Collaborate with families and the LEA throughout the referral, evaluation, and service delivery processes.
6. Support implementation of accommodations and services identified through the IEP process.

III. ESSA Coordination Requirements

In accordance with Section 1119 of Every Student Succeeds Act (ESSA), the parties agree to:

A. Records Transfer

Develop and implement procedures for receiving and sharing educational and developmental records, with parental consent, to support continuity of services and successful transitions.

B. Communication

Establish ongoing communication between LEA personnel and Head Start staff, including teachers, family service staff, health staff, special education personnel, and administrators.

C. Family Meetings

Conduct meetings involving families, Head Start staff, kindergarten teachers, and LEA personnel, as appropriate, to discuss children's developmental and educational needs.

D. Joint Professional Development

Provide opportunities for joint training and professional development related to early childhood education, special education, transitions, family engagement, and child development.

E. Service Coordination

Coordinate educational and family support services to promote school readiness and successful transitions into kindergarten.

IV. Child Find and Screening Coordination

A. Joint Responsibilities

The LEA and Head Start agree to collaborate in identifying children who may require additional supports, evaluations, special education services, or related services.

Together, the parties shall:

1. Promote community awareness of available early childhood and special education services.
2. Coordinate Child Find activities.
3. Share information with families regarding developmental milestones and available supports.
4. Assist families in accessing evaluations and services.

B. Speech, Language, and Hearing Screening Partnership

Recognizing the importance of early identification of communication and hearing concerns, the parties agree to jointly ensure that all enrolled children receive timely screenings and appropriate follow-up services.

LEA Responsibilities

The LEA will:

1. Partner with Head Start to conduct or coordinate speech-language screenings for all enrolled children transitioning to their district within forty-five (45) calendar days of enrollment whenever feasible.
2. Conduct or coordinate hearing screenings and provide results to Head Start in a timely manner.
3. Share screening results with parents and Head Start, subject to appropriate consent requirements.
4. Recommend additional assessment when screening results indicate potential concerns.
5. Provide consultation to Head Start staff regarding communication development and screening outcomes.

Head Start Responsibilities

Head Start will:

1. Notify families regarding scheduled speech, language, and hearing screenings.
2. Obtain required parental consent.
3. Coordinate screening schedules with the LEA.
4. Ensure children are available for screenings.
5. Document screening completion and results in accordance with program requirements.
6. Communicate results and recommended next steps to families.
7. Assist families in accessing follow-up services, evaluations, and referrals.

Follow-Up Procedures

When concerns are identified through screening:

1. The parties will collaborate with families to determine appropriate next steps.

2. Referrals for comprehensive evaluations will be initiated when warranted.
 3. Progress toward recommended follow-up activities will be monitored jointly.
 4. The parties will make reasonable efforts to ensure that no child identified as needing additional assessment is lost to follow-up.
 5. Screening, referral, evaluation, and intervention activities will be coordinated to minimize delays in service delivery.
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V. Referral for Evaluation

LEA Responsibilities

The LEA will:

1. Acknowledge receipt of referrals.
2. Obtain parental consent for evaluation.
3. Conduct evaluations within state-established timelines.
4. Communicate evaluation processes and timelines to families.
5. Provide written notice when evaluations are declined or delayed as required by law.

Head Start Responsibilities

Head Start will:

1. Discuss referral concerns with families.
 2. Assist families in understanding the evaluation process.
 3. Help families complete referral documentation when requested.
 4. Support communication between families and LEA personnel.
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VI. Comprehensive Evaluation and Eligibility

LEA Responsibilities

The LEA will:

1. Conduct comprehensive evaluations for children referred for suspected disabilities.
2. Ensure appropriate participation of Head Start staff in evaluation and eligibility meetings.
3. Facilitate family participation throughout the process.
4. Coordinate eligibility and IEP meetings.

Head Start Responsibilities

Head Start will:

1. Provide relevant developmental and educational information.
 2. Participate in meetings when invited and appropriate.
 3. Assist families in understanding evaluation results and recommendations.
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VII. IEP Development and Service Delivery

LEA Responsibilities

The LEA will:

1. Convene and facilitate case conferences and IEP meetings.
2. Implement special education and related services identified in the IEP.
3. Provide progress reports consistent with district procedures.
4. Maintain communication with Head Start regarding scheduled services and any changes.

Head Start Responsibilities

Head Start will:

1. Participate in case conferences and IEP meetings as appropriate.
 2. Implement accommodations and supports identified in the IEP within the Head Start setting.
 3. Provide opportunities for children to practice and generalize skills targeted in the IEP.
 4. Communicate schedule changes that may affect service delivery.
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VIII. Placement

LEA Responsibilities

The LEA will:

1. Consider Head Start as a placement option when determined appropriate by the IEP team.
2. Support placement decisions based on the individual needs of the child.
3. Collaborate with Head Start regarding enrollment and service coordination.

Head Start Responsibilities

Head Start will:

1. Consider enrollment of eligible children referred by the LEA in accordance with Head Start enrollment policies.
 2. Inform the LEA regarding enrollment status when appropriate and authorized.
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IX. Training and Technical Assistance

The parties will:

1. Share information regarding relevant professional development opportunities.
 2. Encourage cross-training related to:
 - Early childhood education
 - Special education requirements
 - Child development
 - Speech and language development
 - Hearing and hearing conservation
 - Transition planning
 - Family engagement
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X. Transition Activities

The parties agree to collaborate on transition planning by:

1. Sharing information needed to support successful transitions.
 2. Coordinating transition meetings involving families and school personnel.
 3. Assisting families in understanding kindergarten expectations and available services.
 4. Developing individualized transition plans when appropriate.
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XI. Parent and Family Engagement

Both parties will:

1. Include families in planning, decision-making, and training opportunities.
 2. Provide information regarding disabilities, child development, and available community resources.
 3. Encourage family participation in meetings concerning their child.
 4. Support parents in understanding their rights under IDEA and other applicable laws.
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XII. Confidentiality

Both parties agree to comply with all applicable federal and state confidentiality laws, including:

- FERPA
- IDEA confidentiality provisions
- Head Start Program Performance Standards
- Any applicable state privacy laws

Information will be exchanged only with appropriate parental consent or as otherwise authorized by law.

XIII. Dispute Resolution

Should disagreements arise regarding implementation of this MOU, representatives from both organizations will meet promptly to resolve concerns through collaborative problem-solving prior to pursuing any formal dispute process.

XIV. Review, Amendment, and Termination

This MOU shall remain in effect until revised or terminated by either party.

The agreement shall be reviewed annually and may be amended upon mutual written agreement of both parties.

Either party may terminate this agreement by providing thirty (30) days written notice to the other party.

Signatures

Bauer Family Resources Head Start/Early Head Start

Name: __Tauhric Brown_____

Title: __Chief Executive Officer_____

Signature: __Tauhric Brown_____

Date: __08/27/2026_____

Local Education Agency / School Corporation

District: _____

Name: _____

Title: _____

Signature: _____

Date: _____