



Memorandum of Agreement

Terms

Signing this agreement makes it possible for a high school or school district to offer University of Minnesota Twin Cities courses through College in the Schools at the University of Minnesota Twin Cities (CIS). The terms of this Memorandum of Agreement between Regents of the University of Minnesota (University) and the high school or school district is indefinite, ending on the date of termination. Either the University or the high school may terminate this agreement by delivering a written notice of termination to the other at least ninety days before the date of termination.

High School Responsibilities

Regarding CIS Instructors:

- The high school or school district conducts criminal background and other qualifications checks (including of the national sex offender registry and any background checks required for licensing credentials) based on social security number trace, and
 - The results of such background and qualification checks for all CIS instructors were sufficient for the high school or school district to conclude that the instructors would be able to satisfactorily perform their duties and would not pose a safety threat to students, and
 - The school district has a mandatory self-disclosure reporting policy in place.
- Instructors of CIS courses will be permitted to attend all professional development workshops required by the CIS cohort (typically three to five days per year per course or cohort). The school will cover the cost of substitute instructors on CIS professional development workshop days.
- When an instructor of a CIS course is expected to be absent for more than ten consecutive class days, the school will alert CIS program staff and work with them to identify a substitute instructor who meets the course-specific instructor qualifications and support the substitute's application to teach the University course.

Regarding CIS Course Requirements:

- The high school or district will provide instructors and students with all texts, materials, and course resources required for the course. These costs cannot be passed along to Minnesota public school instructors or students.
- When registering students, the high school will follow [Course Requirements and Policies](#), as posted on the CIS website.

Regarding CIS Student Eligibility and Class Size:

- The high school will follow course-specific Student Eligibility and Class Size requirements, as posted on the CIS website.
- The high school will provide students with advising about the benefits and implications of taking University courses.

FERPA Acknowledgement

When appropriate, CIS may provide certain school officials with access to “educational records” from the University, as that term is defined in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g et. seq and the regulations promulgated thereunder (“Educational Records”). To the extent there is a conflict between the terms of this Agreement or any other agreement or terms, the terms of this Agreement shall prevail.

Student educational records, such as University course grades and GPA, may be shared with school counselors and school administrators, deemed “school officials” as that term is defined under FERPA. School officials shall maintain the confidentiality of the Education Records, and they shall not be disclosed or shared with any third party without prior written consent or unless otherwise permitted by FERPA and authorized by the University. School officials agree that the educational records shall remain the property of the University, and that it shall only use the educational records as necessary when CIS determines the school official has a legitimate educational interest. They shall maintain a documented information security program to protect and safeguard these educational records.

Additional high school responsibilities are outlined in the sources listed below:

1. College in the Schools Welcome Site - Partnerships Page
2. College in the Schools Welcome Site – Policies Appendix
3. College in the Schools Welcome Site – Instructors Page

Billing Responsibilities

Fees:

Fees for the 2026-27 academic year will remain at \$145 per student, per course. This rate is subject to change for the 27-28 academic year and beyond. Future rate changes will be communicated to all partner school principals by December 31 for the following academic year.

Billing Practices:

Your school or district will receive a statement of account (billing statement) from the University for students registered for University courses offered through CIS. University billing statements are generated monthly so any changes or added students will be reflected on the next month’s statement.

Schools may or may not receive a refund or credit when a student drops or withdraws from a course, dependent upon the length of the high school term, date of student drop or withdrawal, and date the course cancellation form is received by the CIS Enrollment Services office. Drop deadlines are listed on the CIS website under Key Dates.

Billing statements will be sent to the billing address you provide on this form. Changes to the billing address must be communicated to CIS Enrollment Services (cisenroll@umn.edu).

Billing Terms and Late Fees:

Full payment is due upon receipt of the statement of account.

- If payment is not received within 45 days of the billing date, a late payment fee of \$90 per student will be assessed to the school.
- If payment is not received within 60 days of the billing date, a hold will be placed on the school's record that will prevent students from being able to register for future University courses offered through CIS. The hold will not be released until the past due balance is paid in full.

After sending the initial invoice, the University's Third Party Billing Department cannot guarantee they will contact schools regarding nonpayment. Notification of the account hold will be sent to the high school's billing address.

More information can be found on the University's Third Party Billing webpage, under "Information for Sponsors: Billing and Payment."

Agreement

Signing this agreement acknowledges that the University will bill the high school or district for each CIS student registration in each University course offered by the high school, and that high school personnel will comply with their responsibilities as outlined in the resources linked above.

School:

High school name: Waconia High School

School district name: ISD 110

School Principal:

Principal name (please type or print): Paul Sparby

Principal phone: 952-442-0670 Principal email address: psparby@isd110.org

Principal signature: Paul Sparby Date: 6/2/26

Billing Contact (the person responsible for receiving billing statements and making payments):

Name (please type or print): Pamela Carman

Phone: 952-442-0600 Email address: pcarman@isd110.org

Billing contact signature: _____ Date: _____

Preferred Billing Method:

☐ Email - Provide address: _____

☒ USPS Mail - Provide address: 512 Industrial Blvd Waconia, MN 55387

Sign and return this agreement to: cisenroll@umn.edu

Please retain a copy of this Memorandum of Agreement

