

Memorandum of Understanding
University of North Texas at Dallas College Advising Corps
Mansfield Independent School District

Dates of service: August 1, 2025 - June 30, 2026

I. Purpose

UNIVERSITY OF NORTH TEXAS AT DALLAS, in collaboration with the COLLEGE ADVISING CORPS (“CAC”) will employ near-peer college advisers to serve the students of Mansfield Independent School District (“University of North Texas at Dallas College Advising Corp”). The program’s advisers assist school counselors, teachers, and administrators to increase college-going rates in the schools they serve. Advisers assist school counselors to provide admissions and financial aid advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial-aid applications; and enroll successfully at the schools they eventually choose. The program aims to increase the number of low-income, first-generation, and underrepresented students entering and completing higher education.

An additional purpose of this MOU is to set forth the terms and conditions under which Mansfield ISD will permit **University of North Texas at Dallas College Advising Corps** and the Advisers to access and/or otherwise use student record data collected by Mansfield ISD which contains Personally Identifiable Information (“PII”), as defined in 34 CFR § 99.3 and is therefore subject to the Family Educational Rights and Privacy Act (“FERPA”), 20 USC § 1232g (such PII is herein referred to as “FERPA Data”). Mansfield ISD’s disclosure of FERPA Data to **University of North Texas at Dallas College Advising Corps** and the Adviser will be for the purposes of (1) CAC conducting an ongoing program evaluation pursuant to 20 USC § 1232g(b)(1)(C), (b)(3), and (b)(5); 34 CFR § 99.35 (“the Audit and Evaluation exception”) and (2) the Advisers performing an institutional service or function for which Mansfield ISD would otherwise use employees pursuant to 20 USC § 1232g(b)(1)(A); 34 CFR 99.31(a)(1) (“the School Officials Exception”).

II. University of North Texas at Dallas College Advising Corps and the District Partnership:

1. Work collaboratively to develop and implement a program and services that (a) foster access to postsecondary education and (b) include relevant programming for all students grades 9-12.
2. Work collaboratively to (a) outline current school-based efforts to foster access to postsecondary education; (b) review **University of North Texas at Dallas College Advising Corps’** program and services to ensure that they complement and extend these existing efforts; and (c) establish clear and mutually agreeable timelines for the implementation of the **University of North Texas at Dallas College Advising Corps** program and services.
3. See the adviser as a professional, well-trained resource for students around college access who will work in collaboration with school counselors to increase the number of low-income, first generation, and underrepresented students entering and completing higher education.

III. University of North Texas at Dallas College Advising Corps Deliverables:

1. Identify, recruit, and hire an adviser as employees of **University of North Texas at Dallas College Advising Corps** to serve Mansfield ISD’s High Schools for an average of 24 hours per week during the term beginning on August 1, 2025, and ending on June 30, 2026. Generally, advisers will:
 - Assist in fostering a college-going culture in the partner high school;

- Meet one-on-one and in groups, both virtually and in-person with students from all grades, and intensively with seniors and juniors, to help them research and identify multiple best-fit postsecondary institutions and pathways;
 - Make classroom presentations on college planning, admissions, and financing processes;
 - Organize campus tours to a variety of colleges so that students, grades 9-12, can envision themselves as a college student and determine what type of institution is a "best-fit";
 - Organize campus rep visits and ensure that students participate;
 - Organize college fairs at the schools and take students to off-site college fairs;
 - Assist students with FAFSA/TASFA completion so they meet deadlines to qualify for financial aid and scholarships;
 - Help students access SAT/ACT registration fee waivers and assist them with SAT/ACT registration;
 - Help students complete admissions and scholarship applications and admissions essays;
 - Advise and provide college preparation, application, admission, and enrollment information to family members;
 - Organize college-planning workshops for students and families, focusing on financial literacy and budgeting-for-college;
 - Conduct college eligibility analysis with students including course requirement advisement;
 - Organize events to celebrate college-going (e.g., College Decision Day);
 - Participate in intensive pre-service training in July and August; and
 - Participate in monthly and other required training throughout the year.
 - Focus strictly on college advisement to the exclusion of any other types of counseling, case management etc.
2. Provide necessary and ongoing training, support, and professional development to each **University of North Texas at Dallas College Advising Corps** adviser that will allow the adviser to fulfill his or her responsibilities to Mansfield ISD's High Schools and its students.
 3. Employ a full-time Program Director who will:
 - a. Supervise each adviser, meeting with him or her regularly to discuss job performance and develop strategies for improvement;
 - b. Work closely with the on-site high school liaisons assigned by Mansfield ISD to ensure that the relationship between each adviser, credentialed counselor(s) and Mansfield ISD's High Schools remains strong and that each adviser is effectively assisting the school counselor(s) in serving students and advancing the goals of **University of North Texas at Dallas College Advising Corps** and Mansfield ISD;
 - c. Meet with school-level post-secondary leadership teams;
 - d. Engage in regular dialogue with school teams around strategic collaboration and to assess progress towards the goals;
 - e. Re-evaluate the work plan and make adjustments as needed but at least on an annual basis;
 - f. Serve as the main liaison between the principals of Mansfield ISD and CAC, meeting at least once per year to review the partnership and ensure that its goals are being met;
 - g. Work with the on-site supervisor to establish a mutually agreeable work schedule for each adviser;
 - h. Visit the school at least twice per academic year.
 4. Pay the salary of the adviser, as well as any benefits that may be provided, and manage the administration of salary and benefits.
 5. Keep any and all student-level data provided by Mansfield ISD strictly confidential, in accordance with District policy, applicable local, state, and federal law, except as permitted by this agreement and as may be required by law or regulation or under subpoena. A basic set of data security procedures, which are generally used to protect personally identifiable information, will be utilized by the project. These procedures include:

- Informing project staff of data sensitivity and data safeguards being employed and following all required CAC data security procedures when handling or transferring data.
 - Restricting access to shared file spaces, by restricting online access to project staff members.
 - Restricting access to files stored on staff members' computers via encryption and password protection.
 - Destroying all raw data following the specified evaluation period.
 - Maintaining a current data sharing agreement with Evaluation and Assessment Solutions for Education (EASE), the designated external evaluation partner, to outline data security procedures when handling or transferring data.
6. Ensure that **University of North Texas at Dallas College Advising Corps** staff adviser working at Mansfield ISD's High Schools participate in necessary fingerprinting and criminal background check per the district's policy according to the Statute from Senate Bill 9

IV. The District agrees to:

1. Welcome each adviser and work actively to facilitate the partnership between **University of North Texas at Dallas College Advising Corps** services and any college-access, admissions, or financial-aid advising already present at Mansfield ISD's High Schools.
2. Treat each adviser as a member of the Mansfield ISD team with participation in post-secondary committee planning team meetings.
3. Supply **University of North Texas at Dallas College Advising Corps** (including its advisers and project staff) reasonable access to student-level data (for example, name, phone number, date of birth, background characteristics, school course schedule, year of graduation) for the purposes of advising, grant reporting, and program evaluation as consistent with FERPA and the FERPA provisions in this MOU.
4. Allow **University of North Texas at Dallas College Advising Corps** to provide access to student-level data to CAC's external evaluator, EASE (Evaluation and Assessment Solutions for Education), for purposes of program evaluation and ongoing program improvement. CAC and EASE may continue to maintain education records or personally identifiable student information for purposes of ongoing evaluation (specifically, evaluating 6-year college graduation rates). Unless otherwise directed, CAC and EASE shall destroy all education records and personally identifiable student information within 6 years of termination of the Agreement as required by the agreement. CAC and EASE shall destroy this information in accordance with acceptable industry standards for secure and comprehensive destruction of sensitive data. At the end of the 6-year period, CAC and EASE shall provide written confirmation that all education records and personally identifiable student information has been securely destroyed.
5. Allow each **University of North Texas at Dallas College Advising Corps** adviser to use CAC data collection and service tools in Mansfield ISD's High Schools as consistent with FERPA and the FERPA provisions in this MOU.
6. For the purposes of accurate advising, grant reporting, and program evaluation, provide the Program Director direct login and access to multiple student and school information systems including but not limited to the following: ApplyTexas Counselor's Suite, College Board's K12 Educator Portal, etc. Access is provided with the understanding that such data will be kept strictly confidential, in accordance with applicable local, District, state, and federal law, except as may be required by law or regulation or under subpoena. If any of the listed systems are replaced or systems are expanded or changed during the time of this agreement, advisers to be granted access to the new systems as well.

7. Designate an on-site liaison at each high school, who will:
 - a. Serve as each **University of North Texas at Dallas College Advising Corps** adviser's primary liaison and supervisor (within the limitations of this agreement) within Mansfield ISD, facilitating each adviser's integration into the life at Mansfield ISD's High Schools and providing appropriate supervision, leadership, advice and counsel;
 - b. Work with the school site administration and staff to ensure each adviser has all the necessary access to complete the tasks toward the goals outlined in this agreement;
 - c. Work closely with the **University of North Texas at Dallas College Advising Corps** program director to ensure that the relationship between each adviser and Mansfield ISD remains strong and that each adviser is effectively serving students and advancing the goals of CAC;
 - d. Provide input regarding each adviser's contributions;
 - e. Work with the **University of North Texas at Dallas College Advising Corps** program director to establish a mutually agreeable work schedule for each adviser;
 - f. Engage in regular (monthly, etc.) dialogue with school teams and program director around strategic collaboration and to assess progress towards the goals;
 - g. Re-evaluate the work plan and make adjustments as needed but at least on an annual basis;
 - h. Serve as the main liaison between the principals of Mansfield ISD and **University of North Texas at Dallas College Advising Corps**, meeting at least once per year to review the partnership and ensure that its goals are being met.
8. Communicate clearly, both to each adviser and to the Program Director, any policies and procedures with which the adviser is expected to comply. If there are any issues with performance or misconduct by an adviser, the District shall notify **University of North Texas at Dallas College Advising Corps** immediately as the adviser's employer. **University of North Texas at Dallas College Advising Corps** will take the requisite steps for disciplinary action, depending on the severity of the situation and in compliance with mandatory reporting laws, with the District's input but in **University of North Texas at Dallas College Advising Corps'** sole and ultimate discretion. The school or onsite liaison will not act to discipline, change the job description or duties or suspend an adviser without the previous written consent of **University of North Texas at Dallas College Advising Corps**, except in cases where required for immediate child safety issues. And in such cases, the liaison or district will contact the Program Director immediately. The District has the authority to determine whether an adviser can remain on its campus serving District students.
9. Each school site will support the planning and execution of an annual Decision Day event. The purpose of Decision Day is to: celebrate seniors' higher education decisions; build the college-going culture on campus by exposing students of other grades to the seniors' higher education plans; and reduce the effects of "summer melt" on seniors. Where practicable, Decision Day should be an event open to the largest cross-section of the school population as possible.
10. Provide each adviser all of the equipment, access and supplies that an equivalent district employee would use to complete equivalent work. These will include but are not limited to dedicated and appropriate working/meeting space for each adviser, including a functioning internet access and ready access to fax, photocopier, and printer.
11. Provide each adviser with a comprehensive orientation to Mansfield ISD's High Schools, with introductions to key administrators, teachers, and staff, as well as an overview of the mission and culture of the school. Introduce each adviser or provide opportunities to introduce him/herself to the entire student body en masse.
12. Maintain the existing staffing level of the guidance/counseling department and not make any staffing modifications including suggesting the replacement of a counselor or counseling position with an adviser.

13. Ensure that a misassignment does not occur by requiring the role of an adviser to be an assistant to the credentialed school counselor, and that the credentialed counselor maintains responsibility for his/her caseload of students.
14. Provide full rosters for assigned caseload including but not limited to 11th grade and 12 grade students.

VIII. Contact Information

1. The contact person for **University of North Texas at Dallas College Advising Corps** is:

Bridgette Hall

Bridgette.hall@untDallas.edu

This Agreement is entered into an agreed upon by:

University of North Texas at Dallas

<< SIGNATORY >>

Date

Mansfield Independent School District

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Date

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Date