

**MEMORANDUM OF UNDERSTANDING &  
LOCAL EDUCATION AGENCY AGREEMENT**  
**To provide collaboration for children with disabilities and  
to support services that promote school readiness**

[Faribault Public Schools #656](#) and Tri-Valley Opportunity Council [Elysian Head Start Center](#), in accordance with IDEA and with Minnesota Rules governing service for children with disabilities, enter into this agreement for services to individuals with disabilities who reside in [Rice](#) county and are enrolled in the Early Head Start, Head Start or Migrant/Seasonal Head Start programs.

**Purpose of Agreement**

**Child with Disabilities**

To improve the availability and the quality of services for children and their families;  
To define the roles and responsibilities of the named parties toward coordination and greater collaboration and to enhance linkages and relationships; To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate; and,  
To reduce duplication and enhance efficiency of services.

**School Readiness**

To support children's optimal development and readiness for school entry and success;  
To address the unique strengths and needs of the local population, such as homeless, migrant or non-English speaking families; To exchange information on the provision of services; and,  
To coordinate a comprehensive system that guides and supports the delivery of services to children and their families.

**Guiding Principles**

Both parties will work together to create and maintain a meaningful partnership that promotes school readiness so that all preschool age children receive comprehensive services in order to prepare them for elementary school success.

**SEARCH**

LEA will:

- Include Head Start in the Child Find Plan under the Individuals with Disabilities Education Act (IDEA);
- Inform Head Start of the appropriate local referral procedures and referral information to be provided; and,
- Identify district staff responsible for accepting and processing the referral of students from Head Start. Name: \_\_\_\_\_.

Head Start will:

- Participate in the LEA Child Find Plan under IDEA, meeting LEA timelines;
- Screen all enrolled children within the first 45 calendar days of enrollment using the BRIGANCE screening, ASQ-SE and/or other appropriate screening tools if they have not previously participated in Early Childhood Screening. When indicated, and with parent consent, children will be referred to the LEA for developmental assessment;
- Refer children to the LEA for developmental assessment; and,
- Refer families to Help Me Grow if a child is suspected of having a disability.

**ASSESSMENT**

LEA will:

- Ensure a full and individual evaluation is conducted for each child being considered for special education and related services under IDEA, if appropriate;
- With parent consent, include a representative from Tri-Valley Head Start on the multi-disciplinary team;
- Ensure that Parents are notified of the IEP meeting early enough to allow them the opportunity to attend; and,
- Assure that evaluations and determination of eligibility of ECSE/Early Intervention services are completed within thirty school days from the time parents give written permission to LEA to assess children 3-5 years old and within 45 days of referral for children birth to three.

Head Start will:

- With parent consent, assist the LEA in collecting screening results including mental health assessments, health screening/assessment (medical, dental, and nutritional), and ongoing assessment information;
- Participate in evaluation by completing appropriate assessment tools provided by LEA; and,
- Assist the LEA by working with parents to schedule and keep assessment appointments.

### **EDUCATION PLANS (IEP, IFSP)**

LEA will:

- Develop IEP/IFSP, review progress, and update plans according to schedule, if the child meets eligibility;
- Take steps to ensure that one or both of the parents is present at the IEP/IFSP meetings;
- Provide special education and related services including, but not limited to, speech therapy remedial services, and transportation as identified in the IEP/IFSP; and,
- Provide consultant, remedial services, specialized equipment/materials or other appropriate supports to children with special needs enrolled in Head Start if deemed necessary.

Head Start will:

- Assist LEA in providing services including joint placement, shared provision and personnel, and accommodations in accordance with child's IEP/IFSP;
- Provide comprehensive child development services to all children enrolled in Head Start;
- Integrate IEP goals and objectives into the child's individualized goals and daily curriculum; and,
- Support parent's participation in the IEP/IFSP process.

Head Start serves as an appropriate option for service delivery in the least restrictive environment. Placement models can include but are not limited to:

- Collaboration with ECSE to provide indirect services to child through Head Start program;
- Services provided directly to the child by ECSE staff in the Head Start classroom;
- Dual programming in both ECSE and Head Start. ECSE staff and Head Start staff consult to ensure consistency of services;
- Collaborative classrooms with LEA and HS teachers team teaching.

### **PROCEDURAL SAFEGUARDS**

LEA will:

- Implement all procedural safe guards in accordance with Minnesota statute and Federal laws and regulations;

- Inform parents of legal rights and protections, including due process hearing and complaint procedures;
- Inform Head Start of any due process hearing, of grievances of children and families who are provided special education by the LEA and enrolled in Head Start;
- With parent's written consent, provide information to Head Start.

Head Start will:

- Ensure that all procedural safe guards in accordance with Minnesota and Federal laws and regulations are implemented;
- Inform parents of legal rights and protections; and,
- With parent's written consent, provide information to the LEA.

## **TRANSITION**

LEA will:

- Establish a system to ensure a smooth transition of children with disabilities between Head Start programs and the public school.

Head Start will:

- Assist the LEA in establishing a system to ensure a smooth transition for Head Start students moving between Head Start and the public schools; and,
- Participate in LEA Transition activities as identified in IEPs.

## **TRAINING AND TECHNICAL ASSISTANCE**

LEA will:

- Offer training to both district and Head Start personnel whenever possible; and,
- Participate in Head Start sponsored training opportunities whenever possible.

Head Start will:

- Offer training to both district and Head Start personnel whenever possible;
- Participate in LEA sponsored training opportunities as appropriate; and,
- Designate the Center Manager as the person responsible for the coordination of training opportunities with the LEA.

## **RESOURCE SHARING**

LEA will:

- Provide special education and related services for all children with special needs as specified in the IEP.

Head Start will:

- Pay for the cost of comprehensive child development services for all children, including children with disabilities, enrolled in Head Start; and,
- Assist families with referrals to appropriate community services that may be of support to the family.

## **COMMUNICATION**

LEA will, with parental consent:

- Provide information on the status of referrals made by Head Start;

- Notify Head Start in regard to dates of initial IEP meetings, Annual IEP meetings and Reevaluations for dually enrolled children with special needs;
- Provide Evaluation Reports for children referred by Head Start and copies of IEPs for children who qualify and receive services; and,
- Notify Head Start of activities that relate to individual children with disabilities or ECSE activities.

Head Start will, with parental consent:

- Provide information regarding students new to the district that have been previously identified and/or qualified for special education services.
- Support parents in transition of services; and,
- Provide current address, phone numbers, and emergency information for students with special needs who will transition to public school.

### **CONFIDENTIALITY**

Both parties commit to following confidentiality requirements regarding the sharing and release of information.

### **TERMS OF AGREEMENT**

This agreement will be jointly reviewed by all parties annually. This agreement will become effective immediately after being signed by all parties.

### **LEA SIGNATURES**

_____ LEA (Special Education Services)	_____ Date
_____ LEA (School Readiness Programming)	_____ Date
_____ Superintendent (only if required by LEA)	_____ Date

### **HEAD START SIGNATURE**

_____ <i>Beth Martínez</i>	_____ <b>7/11/2025</b>
Disability Services Specialist	Date