

School-Community Partnership Summary

This document is meant to serve as a partnership summary for a partnership between a school and community-based organization. The School and Community Partnerships Department recommends that school and partner organizations complete this document together, and that a school keeps this document on file for each of their partnerships to ensure compliance, alignment, and shared expectations.

Partner Organization: _____

School: _____ School Year: _____

School Point of Contact for Partnership: _____

Organization Point of Contact for Partnership: _____

Compliance checklist:

- Contract/Agreement is in place between partner organization and school/district (Memorandum of Understanding, Personal Services Contract, or Alignment Agreement). If no agreement is in place, contact communitypartnerships@seattleschools.org
- Partner organization agrees to reserve agreed upon space in the school using the schooldude portal
- Partner organization will not be given access to student records unless a data sharing agreement or FERPA-compliant parent permission has been collected. If the school or partner needs support in establishing a data sharing agreement, contact communitypartnerships@seattleschools.org
- Staff of partner organization agree to follow school sign in/sign out procedures

Program/Partnership Description:

Brief description of programming offered by partner organization: _____

How is this programming connected to school goals/the Continuous School Improvement Plan?: _____

Location in school where program will take place: _____

Program will take place on the following days: M__ T__ W__ TH__ F__

Program will run from _____ (am/pm) to _____ (am/pm)