

Requirements & Things to Consider

LEA Coordination with Head Start and Other Early Childhood Programs

Each LEA receiving *Title I* funds, regardless of whether it operates a Title I preschool program, **must develop agreements** and carry out the following coordination activities with Head Start and, if feasible, other early childhood programs:

- ✓ Developing and implementing a systematic procedure for receiving records of preschool children
- ✓ Establishing channels of communication between school staff and their counterparts to facilitate coordination
- ✓ Conducting meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers to discuss the developmental and other needs of children
- ✓ Organizing and participating in joint transition-related training of school, Head Start, and where appropriate, other early childhood education program staff
- ✓ Linking the educational services provided by the LEA with those provided by Head Start agencies

See ESEA Section 1119

Characteristics of a Strong Agreement

A clearly articulated agreement is critical for Local Educational Agencies (LEAs) and their local partners to effectively coordinate and deliver high-quality educational services. LEAs need to plan and discuss the terms of the agreement with each partner. At a minimum, the agreement should:

- Identify the parties involved;
- Outline the length or term of the agreement;
- Describe in detail the roles and responsibilities required of each party;
- Address the reporting requirements of all parties; and
- State how performance concerns will be addressed and what enforcement action will ensure that responsibilities are met.

In addition, a strong agreement should be able to address the unique needs of each partner and outline a process for making decisions and settling disagreements among the partners. Appendix G provides additional and more detailed characteristics of a strong agreement and examples.

Source: Adapted from U.S. Department of Health and Human Services' Policy and Program Guidance for the Early Head Start-Child Care Partnerships (EHS-CCP) and the model Memorandum of Understanding provided by the U.S. Department of Education to support early childhood governance in the administration of Race to the Top—Early Learning Challenge.