

## **PALO ALTO COLLEGE COLLEGE PROCEDURES**

Procedure Number: S 32.3  
Procedure Title: High School Programs Memorandum of Understanding  
Relevant Board Policy: N/A  
Relevant SACSCOC Policy:  
Originating Unit: Palo Alto College Office of High School Programs  
Maintenance Units: Vice President of Student Success, Vice President of Academic Success, and Vice President of College Services

- I. Purpose: The Memorandum of Understanding (MOU) facilitates cooperation between Palo Alto College/Alamo Colleges District and the Independent School District (ISD), Private School, Charter School, and/or Home School student in providing instruction to eligible students and for award of both college and high school credit.
  
- II. MOU Procedure Statement (this includes DC/ECHS/P-TECH for public, private and charter districts):
  - A. The ISD MOU is initiated by the Office of Vice Chancellor for Academic Success (VCAS).
  - B. The VCAS office coordinates comprehensive MOU reviews that include VCAS, Palo Alto College (PAC) High School Programs (HSP) and ISD representatives.
  - C. After the reviews, the VCAS office is responsible for updating the appropriate ISD name, any updates that were garnered from the review and submitting to the appropriate ISD Contact for review and signature.
    - a. The ISD MOU is signed by the ISD Superintendent.
    - b. The ISD returns the signed MOU to the VCAS office. The VCAS forwards to the PAC Office of HSP
  - D. The PAC Office of HSP routes the MOU through the Vice President of Student Success, then the Vice President of Academic Success and then finally through the Vice President of College Services.
  - E. After review by all Vice Presidents, it is sent to the President for final PAC signature
  - F. The document is then forwarded to VCAS for final execution.
  - G. Once all parties have signed the MOU, the original is kept by the VCAS office and a copy is sent to the PAC High School Programs Office.
  - H. The PAC High School Programs Office saves a copy on the High School Programs share drive; forwards a copy to the Vice President of College Services; and provides a copy to the ISD. (Electronic copies are now housed in the Jaeggar database)

III. Home School MOU Procedure:

- A. The Home School Student MOU is initiated by the future Home School Dual Credit Student and Parent by filling out the Home School Parent Invoice and turning it into Alamo Colleges District Office. The Alamo Colleges District Office provides the MOU to the Student and Parent.
  - A. The Home School Dual Credit Student and Parent update the MOU with their contact information.
    - i. The Home School MOU is signed by the Parent on behalf of the Student by electronic signature.
  - B. The Alamo Colleges District office will automatically receive an electronic signed copy that will be uploaded into Alamo Share.
  - C. The PAC Dual Credit Office will have access to a copy of the signed MOU on Alamo Share and will print out a hard copy and creates a Memo for the Home School MOU. The Memo informs the PAC Administration that a Home School Student has applied for Dual Credit.
  - D. The Memo and Home School MOU are forwarded through the vetting process to the PAC Administration for signature. The Director of High School Programs, Vice-Presidents, and President review the MOU and sign the Memo.
  - E. Once complete, the Alamo Colleges District Office will receive a signed copy of the MOU and will be forwarded over to the VCAS Office for final execution.
- B. Once Alamo Colleges District processes are complete, the Memo and Home School MOU are returned to the PAC High School Programs Office.

Created: February 21, 2011

Date Updated/Approved: January 5, 2021

Approved:

(signed: Beth Tanner)  
Vice President for Academic Success

(signed: Gilberto Becerra)  
Vice President of Student Success

(signed: Katherine Doss)  
Vice President of College Services

(signed: Dr. Robert Garza)  
President