

Sample Required Formal Agreement

Title I, Part D

██████████ Schools and ██████████ Facility

Each correctional facility or delinquent institution receiving assistance under Subpart 2 must have a formal agreement with the LEA outlining the programs and services to be provided to its population with Subpart 2 funds.

- ██████████ will utilize Title I, Part D funds to provide Transition Liaison services to assist with the coordination of educational and support programs with the student's home school and outside agencies (when applicable). Liaison services will include meeting with the IEP team at the home school to discuss student needs. This year, liaison services will be performed by the Master Teacher (below).
- As Liaison, the teacher will ensure the effective transfer of records between the Institution and ██████████. Records must be requested in writing by the school. ██████████, as a covered entity under HIPPA, will follow all state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) regarding the disclosure of confidential student information. Therefore, a Release of Information form, signed by the parent/legal guardian, is required. Records will include a copy of:
 - Student report card
 - Most recent IEP
 - Pre and Post test data
 - Health and immunization records
 - Copy of birth certificate
 - Student service reports
 - Student incident reports
- The Liaison will accompany the child on the first day of school after discharge. Follow-up visits will be made at 2 weeks after discharge, 30 days after discharge and 90 days after discharge.
- ██████████ will hire teachers and other staff who meet North Carolina licensure and/or credential requirements. Teachers who do not have a clear license follow the NC Lateral Entry Program requirements. Education Support Specialists and other support staff are required to have a four-year degree.
- The curriculum at ██████████ will follow the North Carolina Standard Course of Study (NCSCOS) for applicable grade level and subject area content. Exit outcomes will be based on the NCSCOS.
- ██████████ will maintain a classroom ratio of 6:2 as mandated by Mental Health Licensure.

- [REDACTED] will provide a Master's Level Teacher, who will hold NC licensure. Fifty-five percent (55%) of the Master Teacher's time will be to provide direct instruction and teacher support. All intervention strategies occur within the classroom setting. Twenty-five percent (25%) of the Master Teacher's time will be dedicated to the Transition Liaison function. The remaining twenty percent (20%) of the Master Teacher's time will be devoted to providing professional development to teachers on literacy strategies and programs.
- A Literacy Tutor, who will hold a minimum of a four-year degree, working under the supervision of the Master Teacher, will provide 14 hours of direct, individualized instruction to specific students identified as performing below grade level in the areas of literacy and math skills. This instruction will constitute 35% of the tutor's total position at [REDACTED].
- [REDACTED] will provide [REDACTED] teachers and support staff the opportunity to attend professional development in-service training offered by the district's Curriculum and Instruction (C&I) and EC staff.
- [REDACTED] will hold quarterly meetings to discuss the student's progress with the internal treatment team and the case manager. The meeting may include the parent/guardian (when feasible) and parole officer (if applicable).
- [REDACTED] Volunteer Services Department will continue to work with local businesses to develop and provide mentoring and tutorial services to students.
- [REDACTED] utilizes Title I, part D funds in coordination with private grants, private donations and Medicaid. Services to students are provided in conjunction with the Department of Social Services and local Mental Health.
- [REDACTED] Title I Department will provide technical support regarding fiscal, program and compliance issues with regard to Title I, Part D programs. The Title I Director and/or Title I Specialist will meet quarterly with the program director of [REDACTED].

 , Superintendent

 Date

 , Director of Facility

 Date

 , Title I Director

 Date