Partnership Agreement (MOU) Process



Welcome! As we strive to build meaningful relationships with community partners who share our educational goals and values, this page guides you through the process—from initial inquiry and exploring partnership opportunities, to finalizing agreements. Discover how collaborating with us can benefit your organization and enhance student outcomes.

1. **Inquiry** - Initiate an inquiry phase where the school identifies potential business partners and assesses their suitability based on shared goals and values.

2. **Complete the Partnership Interest Form** - Provide information regarding your partnership scope, key objectives, and alignment with the CMS Strategic Plan.

   Access Partnership Interest Form (https://form.jotform.com/252924371910153)

3. **Partnership Packet from the District** - The school district sends a partnership packet to interested potential partners, outlining the benefits of collaboration, expectations, and the process for establishing a partnership.

   Download essential documents below:

   Download Partnership MOU Template (/fs/resource-manager/view/fd237c7e-d119-41a0-a106-ff2ca2655692)

Absent? Let us know.(https://www.cmsk12.org/families/attendance/absent)

Review Insurance Requirements (/fs/resource-manager/view/539af028-46af-451c-88bd-f7002d9004e7)

4. **Research and Outreach** - Following initial interest from potential partners, we conduct further research to ensure alignment with educational objectives and initiate discussions.

5. **Negotiate Terms** - Collaborate with prospective partners to define the scope, roles, responsibilities, and potential contributions, culminating in the drafting of a Memorandum of Understanding (MOU).

6. **Legal Submission and Approval** - Submit the finalized MOU to the legal department for review to ensure compliance and protection for both parties. Upon approval, we proceed to implementation.

Contact Us

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