

Maine Secondary Transition Outcomes Project

Memorandum of Understanding Guidelines

- All Items in **red bolded text** should be replaced with the necessary information. (ex: **(Regional Board)** would be replaced with the name of your regional board).
- The contact person should be the person that you and/or the MTN office would share written information with such as the file review results.
- Remember to fill in a beginning and ending date for the MOU. It should not exceed a two-year period.
- Signature page completion is crucial. Please make sure they sign, print, and date.
- Preference is to get **both** the Superintendent and Special Education Director's signatures to ensure administrative support.
- Try to meet with the core group together as an opportunity to present the project and get all signatures at once.

Reminders:

- Please check the dates of last year's MOUs. Some school systems will need to sign a new one for next year.
- Make sure everyone understands the expectations of all parties.