

K12 Strong Workforce Program Data Sharing MOU
Frequently Asked Questions (FAQ) Revised 8.11.25

1. What is an MOU?

An MOU is a Memorandum of Understanding or a formal agreement that describes legal obligations and responsibilities in detail and ensures your agency is aware of all legal requirements for your organization and the other signatories.

2. Why is an MOU agreement necessary?

The K12 Strong Workforce Program grant awards require that all participating LEAs must have a signed MOU between the Chancellor's Office and the LEA. The MOU outlines the terms and conditions by which the LEA designates the Chancellor's Office as their designated representative under FERPA for the purposes of this grant and through which the Chancellor's Office accepts responsibility for the security of the data that the LEA will provide.

3. Who needs to sign the new K12 SWP MOU?

All Local Education Agencies (LEA's) who submit data or have submitted data to Cal-Pass Plus should sign the new MOU agreement.

4. Is it necessary to have an attorney involved in the MOU Process?

While not always mandatory, having legal counsel review the MOU can help ensure that all legal aspects are covered and that the document serves the best interests of the involved parties. This MOU was developed in consultation with the Office of General Counsel at the California Community Colleges Chancellor's Office.

5. Who do I reach out to if I have MOU related questions?

For questions related to the MOU agreement, please email calpass@cccco.edu and use the subject line "Question related to the K12 SWP MOU."

6. What data is my LEA providing to the Chancellor's Office?

In order to measure the impact of the K12 Strong Workforce Program, the LEA must provide data to the Chancellor's Office on an annual basis to include the three academic years that overlap with the grant award. The files are copies of CalPADS files the LEA submits to the California Department of Education (CDE) each year.

Files:

- CRSC
- SCSC
- SCTE
- SELA
- SENR
- SINF
- PRG

7. When does the data need to be submitted?

The CalPADS files must be submitted by November 1, 2025, as required by law ([Education Code Section 88828.d.8.D](#)).

8. Within the MOU what does it mean for a person to act in a liaison capacity throughout the term of a Memorandum of Understanding (MOU)?

This is the primary point of contact and communication between the parties involved in the MOU (i.e., the CO and the LEA). It involves several key responsibilities: 1) Facilitation of Communication between the parties to prevent misunderstandings. 2) Coordination of Activities including organizing meetings, coordinating activities, and ensuring that all parties are aligned with the terms of the MOU. 3) Monitoring Compliance to keep track of the obligations of each party under the MOU and ensuring that they are being met. 4) Problem-Solving to address any issues or conflicts that arise during the term of the MOU and working towards solutions. 5) Providing Updates to relevant stakeholders about the progress and status of the MOU's implementation.

9. Within the MOU what does it mean for a person to be responsible for oversight and supervision of the security and confidentiality of the data throughout the term of the MOU?

This person is involved in several key duties: 1) Data Protection - Implementing measures to ensure that all data shared or created under the MOU is protected against unauthorized access, breaches, or leaks. 2) Incident Response - Developing and implementing a plan to respond to any data breaches or security incidents, including notifying affected parties and taking corrective actions. 3) Training and Awareness - Providing training and resources to those involved in handling the data to ensure they are aware of and understand data protection requirements and best practices.



10. What happens after I send in my signed MOU?

- You will receive an email confirmation that the document has been received within one week of the submission date.
- You will receive a fully executed version of the MOU for your records no later than 60 days after the date your signed version was submitted.