



## Instructions for signing the K12 Strong Workforce Program Data Sharing MOU

- The California Community Colleges Chancellor's Office (CCCCO) will provide all LEAs with an attachment to a PDF version of the K12 Strong Workforce Program Data Sharing MOU via email.
- This PDF will also be available for download through the Cal-Pass Plus Website and can be shared to ensure the MOU ends up with the appropriate person who is authorized to sign on behalf of the LEA.
- **Need more help?** Please reach out to [calpass@cccco.edu](mailto:calpass@cccco.edu) for help using "Seeking Help with CALPASS MOU" as the subject heading leaving your name and a description of the issue; a member of the Cal Pass Plus Team will reach out to you as soon as possible.

### Download and Review the MOU:


- Download the MOU, open it, and carefully read through the entire document to understand its contents.
  - To insert information and sign, please use an electronic device to fill out all fields and sign electronically.
  - Although electronically filled MOUs are preferred, hand filled versions are also accepted. To do so, print the document and hand fill the required fields using black or blue ink.

### Fill In Required Information:

- Please complete **every** field in the MOU and ensure all information is accurate.
- On **Page 1** of the document, you will be required to insert the full name of your Local Education Agency (LEA). Refer to the provided screenshot for assistance.

**K12 Strong Workforce Program**  
**Data Sharing**  
**Memorandum of Understanding**

This data sharing Memorandum of Understanding ("MOU") is entered into by the California Community Colleges Chancellor's Office ("Chancellor's Office") and

 Insert Name of your LEA here.

(referred to below as the "Entity"). This MOU shall be referred to as the "K12 Strong Workforce Program Data Sharing MOU."



- On **Page 6** of the document, you will be required to input the names, phone numbers, and LEA-issued email addresses for the individual designated as a contact person responsible for:
    - Acting in a liaison capacity throughout the term of the MOU.
    - Overseeing and supervising the security and confidentiality of the data throughout the term of the MOU.
    - If the same person is serving as the contact person for both roles mentioned above, enter their information twice.
- **Note: Please provide phone numbers with an XXX-XXX-XXXX format.**

#### VI. ENTITY RESPONSIBILITIES

- A. The Entity will securely transfer a data set using a Chancellor's Office provided secure tool to the Chancellor's Office solely for the purposes identified, and as authorized, by the terms of this MOU.
- B. The Entity will designate a contact person to be responsible to act in a liaison capacity throughout the term of this MOU.

The Entity will immediately notify all parties in writing of a change in designation.  
The contact person is:

NAME:   
PHONE:   
EMAIL:



- C. Entity will designate a contact person to be responsible for oversight and supervision of the security and confidentiality of the data throughout the term of this MOU. The Entity will immediately notify all parties in writing of a change in designation. The contact person is:

NAME:   
PHONE:   
EMAIL:



- On **Page 9**, you will provide your name, title, LEA-issued email address, the date, and your signature.

ENTITY NAME

Signature:

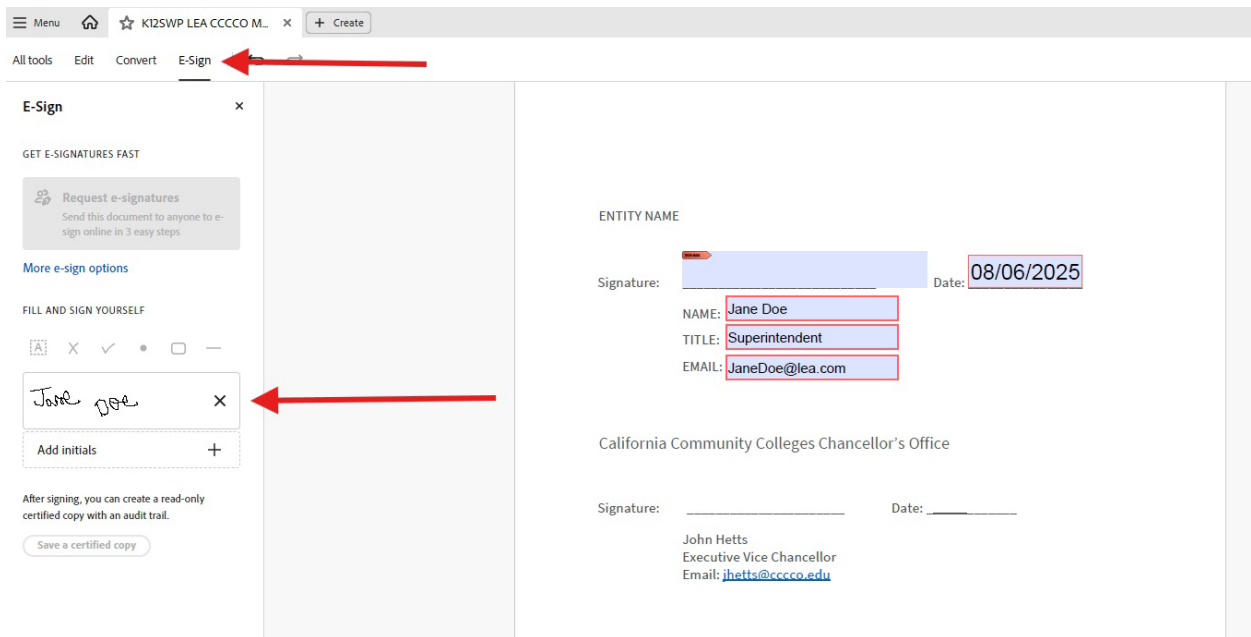
Date:

NAME:   
TITLE:   
EMAIL:

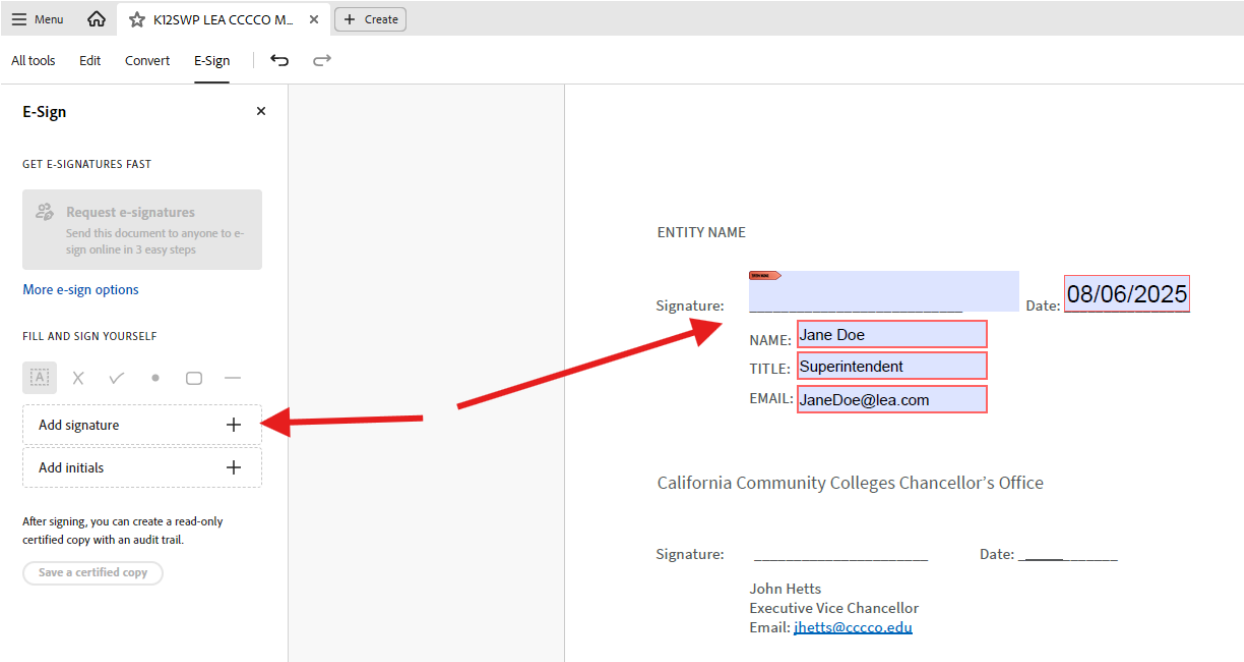


## Signature and Saving Process for E-Signing by Drawn or Typed Signature

- Please ensure you provide your name, title, LEA-issued email address, and the date **BEFORE** signing the document.
- If you have already created an electronic signature in Adobe Acrobat or wish to sign the document using your handwriting, select “E-Sign” on the toolbar located at the upper left side of your screen.
  - Click your saved signature and drag it to the Signature Box on **Page 9** of the PDF. Click again to place the signature on the page. Refer to the screenshot below.



- If you haven't created a signature yet and would like to do so, click the “+” sign in the “Add signature” window. See screenshot below for illustration.



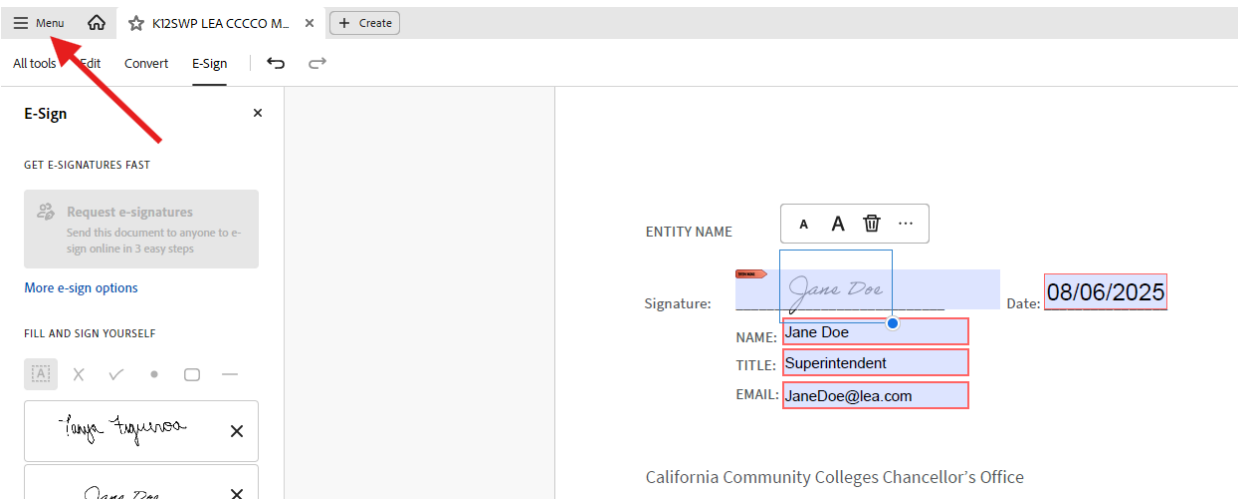
The screenshot shows the E-Sign interface. On the left, there is a sidebar with the following sections:

- E-Sign** (with a close button 'x')
- GET E-SIGNATURES FAST**
  - Request e-signatures: Send this document to anyone to e-sign online in 3 easy steps.
  - More e-sign options
- FILL AND SIGN YOURSELF**
  - Icons: A, X, checkmark, dot, square, minus.
  - Buttons: "Add signature" and "Add initials", both with a "+" icon.
  - Text: "After signing, you can create a read-only certified copy with an audit trail." and a "Save a certified copy" button.

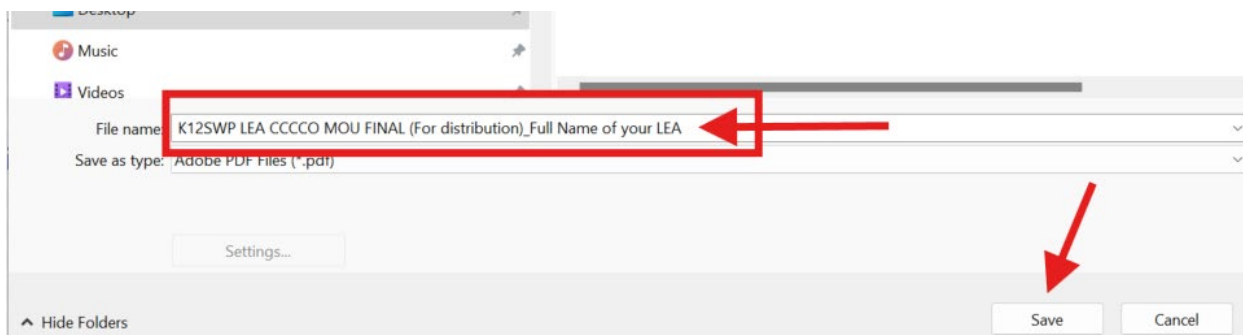
On the right, the main form area includes:

- ENTITY NAME** (with a red arrow pointing to the "Add signature" button in the sidebar).
- Signature:** (with a red arrow pointing to the "Add signature" button in the sidebar).
- Date:** 08/06/2025
- NAME:** Jane Doe
- TITLE:** Superintendent
- EMAIL:** JaneDoe@lea.com
- California Community Colleges Chancellor's Office**
- Signature:** (with a red arrow pointing to the "Add signature" button in the sidebar)
- Date:** (with a red arrow pointing to the "Add signature" button in the sidebar)
- John Hetts**  
Executive Vice Chancellor  
Email: [jhetts@cccco.edu](mailto:jhetts@cccco.edu)

- A pop-up will appear, allowing you to choose from three options:
  1. Type: Enter your name.
  2. Draw: Sign using your touch screen.
  3. Image: Upload an image of your signature
    - a. You must upload a digital image of your signature to your computer before selecting this option.
- After selecting an option, click the "Apply" button. Then, drag your signature to the Signature Box on **Page 9** of the PDF, and click again to place it onto the page.
- Save the PDF by either pressing Shift + Ctrl + S on your keyboard **or** by clicking the hamburger "Menu" button located in the upper left corner of your screen, then selecting "Save as". Refer to the screenshot below.

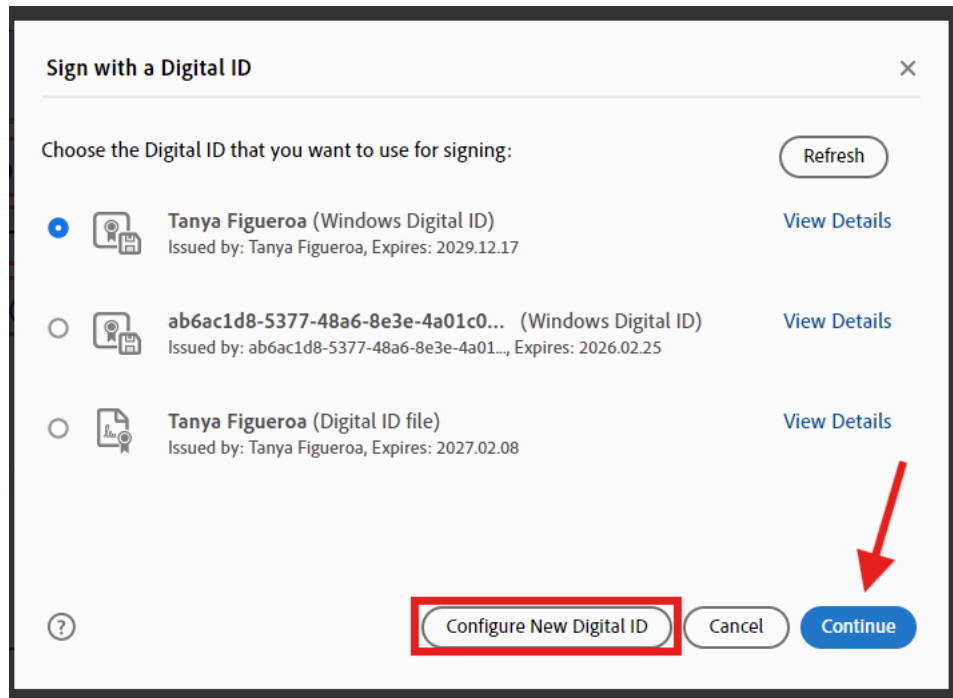


- Navigate to the location where you'd like to save the signed MOU. Include the full name of your LEA at the end of the document name as follows and click "Save".  
K12SWP LEA CCCCCO MOU FINAL (For distribution)\_Full Name of Your LEA



## Signature and Saving Process for E-Signing by Digital ID

- If signing by digital ID, please ensure you provide your name, title, LEA-issued email address, and the date **BEFORE** signing the document.
- Click the Signature Box on **Page 9** of the PDF, where a popup will appear. Select an option that includes your full legal name and ensure that it is valid (not expired). Click "Continue." If your current digital ID is expired or you have not yet created one, configure a new digital ID. Refer to the screenshot for guidance.

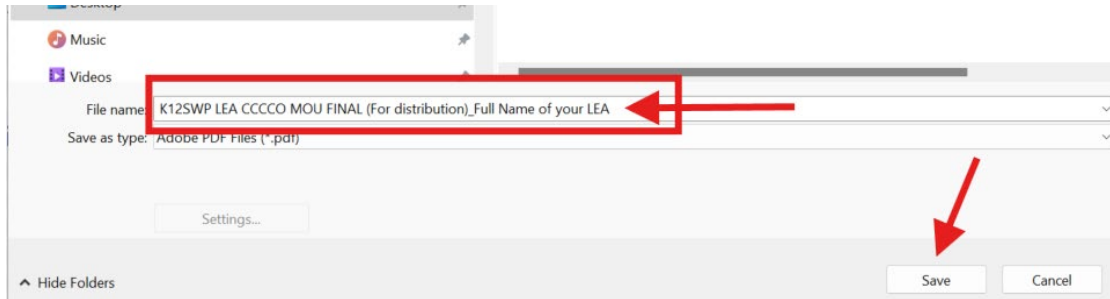


- After clicking “Continue”, a new popup will appear. Ensure that you check the "Lock Document after signing" option on the left side. Click the "Sign" button in the bottom right corner.



- A popup will prompt you to save the document. Include the full name of your LEA at the end of the document name as follows and click “Save”.

K12SWP LEA CCCCCO MOU FINAL (For distribution)\_Full Name of Your LEA



## Signature and Saving Process for a Printed and Hand Filled MOU

- If *printing* the document and hand filling in the form fields:
  - Scan the printed and signed MOU, and if possible, save as a PDF.
  - Please save the electronic copy of the MOU with the following naming convention: **K12 SWP LEA CCCC MOU FINAL\_Full Name of your LEA**

## Email the MOU Document to the Chancellor's Office

- **Using your district-issued email**, attach the electronic version of the LEA signed MOU to an email with the subject heading **K12 Strong Workforce Program Data Sharing MOU\_ LEA NAME** and send to [calpass@cccco.edu](mailto:calpass@cccco.edu).
- You may copy staff from your LEA who will need a copy of the MOU once it is fully executed.

## Chancellor's Office Review and Return Process

- Within a week, you will receive an email confirmation that your LEA's MOU has been received.
- No later than 60 days after the submission date, you and all those cc'd to the initial email will receive a fully executed version of the MOU for your records.
- **Note:** Leaving fillable fields blank or not completing all fields accurately may delay processing.

## Remaining Questions? When to reach out for assistance?

- If you encounter any issues or need further assistance, please first review the Frequently Asked Questions (FAQ) document to determine if you can solve the problem with the information provided. If the problem persists, please reach out to [calpass@cccco.edu](mailto:calpass@cccco.edu) for help using "Seeking Help with CALPASS MOU" as the subject heading.