



School Partnership Memorandum of Understanding

Rainey Day Rising Scholars Program

Document status	Pilot Template July 2026
Prepared for	Rainey Day College Foundation, Inc. and participating school partners

IMPORTANT REVIEW NOTE. This is a customizable operational template, not legal advice. Each school or district should review it under applicable federal, state, local, procurement, and student-privacy requirements before signature or use.

This Memorandum of Understanding ("MOU") is entered into as of [EFFECTIVE DATE] by and between Rainey Day College Foundation, Inc. ("RDCF") and [SCHOOL / DISTRICT LEGAL NAME] ("School Partner"). RDCF and the School Partner may be referred to individually as a "Party" and together as the "Parties."

1. Purpose and shared intent

The Parties intend to expand awareness of and access to the Rainey Day Rising Scholars Program, a recognition and college-readiness initiative for eligible students and their families. This MOU establishes an outreach and referral framework; it does not itself authorize the disclosure of personally identifiable information from education records.

2. Program scope

- School-based outreach, including approved email, print, event, counselor, and family communications.
- Internal identification by the School Partner of students who may meet current pilot criteria.
- Family-directed referral to the RDCF website and Student & Family Interest Form.
- Optional workshops, college-readiness programming, resource navigation, and recognition activities, subject to written schedules and available capacity.
- Program evaluation using aggregate or properly de-identified information whenever feasible.



3. RDCF responsibilities

- Provide accurate, current program descriptions, eligibility information, family-facing materials, and a designated partnership contact.
- Manage family interest submissions, follow-up, program enrollment, and participant communications.
- Collect only information reasonably necessary for the program and limit access to authorized personnel with a legitimate program need.
- Use student information only for approved program purposes and maintain reasonable administrative, technical, and physical safeguards.
- Notify the School Partner before materially changing referral criteria, promised benefits, or school-facing program expectations.
- Avoid representing that participation, awards, scholarships, or financial support are guaranteed unless expressly confirmed in writing.

4. School Partner responsibilities

- Designate a school or district liaison and route the agreement through required legal, privacy, procurement, and administrative review.
- Identify potentially eligible students internally and send RDCF-approved invitations directly to students and families.
- Do not provide RDCF with a roster, GPA, transcript, recommendation, discipline record, disability information, financial information, or other education-record information unless a lawful basis and required documentation have been confirmed.
- Use reasonable efforts to communicate equitably with eligible families and provide appropriate language or accessibility support under district policy.
- Avoid promises about admission, scholarships, awards, services, or outcomes that RDCF has not confirmed in writing.

5. Referral and consent model

The default referral model is family-initiated: the School Partner sends program information to the family, and the parent, guardian, or eligible student submits information directly to RDCF. If additional school records or a counselor recommendation are needed, RDCF will use a separate signed and dated authorization that identifies the records, purpose, and recipient. Directory information may be disclosed only after the School Partner confirms its current directory-information notice, permitted purpose, and applicable opt-out status.

6. Student privacy and data handling

- Each Party remains responsible for its own compliance with applicable privacy, records, security, and breach-notification obligations.



RAINEY DAY RISING SCHOLARS | SCHOOL PARTNERSHIP MOU

- This MOU does not designate RDCF as a school official or establish that any FERPA exception applies.
- A separate Data-Sharing and Security Addendum is required before systematic or recurring transfer of identifiable student records.
- The Parties will use secure, approved transfer methods and will not transmit student records through ordinary unencrypted email.
- RDCF will not sell student information, use it for targeted advertising, or disclose it for unrelated purposes.
- Student records will be retained only as long as needed for the approved purpose or as required by law, then securely returned or destroyed.

7. Communications, names, and branding

Neither Party may use the other Party's name, logo, trademarks, student images, testimonials, or quotations in public communications without prior written approval. Routine factual references to the partnership may be made only in approved form. Student photos, stories, and media participation require appropriate releases.

8. Program operations and safety

- Activities hosted on school property will follow School Partner visitor, volunteer, supervision, accessibility, emergency, and facility rules.
- Each Party will screen, train, and supervise its personnel as required by law and its policies.
- The Parties will coordinate calendars, space, technology, family communications, and accessibility needs in writing before each activity.

9. No financial commitment; independent organizations

Unless stated in a separately executed writing, each Party bears its own costs. This MOU does not create a partnership, joint venture, agency, employment, or exclusivity relationship and does not obligate either Party to refer or enroll any minimum number of students.

10. Term, review, and termination

The term begins on the Effective Date and continues through [END DATE], unless earlier terminated. The Parties will review the partnership at least annually. Either Party may terminate without cause on [30] days' written notice or immediately for a material privacy, safety, legal, or reputational concern. Termination does not eliminate data-protection, confidentiality, return, destruction, or incident-response duties that by their nature should survive.



11. Notices and points of contact

- RDCF program contact: [NAME, TITLE, EMAIL, PHONE]
- School Partner program contact: [NAME, TITLE, EMAIL, PHONE]
- RDCF privacy/security contact: [NAME OR ROLE, EMAIL, PHONE]
- School Partner privacy/security contact: [NAME OR ROLE, EMAIL, PHONE]

12. General terms

Amendments must be in writing and signed by authorized representatives. If any provision is unenforceable, the remaining provisions remain in effect. Neither Party may assign this MOU without the other Party's written consent, except as permitted by law. This MOU is governed by the law selected by the School Partner after legal review: [STATE / JURISDICTION]. Electronic signatures and counterparts are permitted.



Signatures

RAINEY DAY COLLEGE FOUNDATION, INC.	
Authorized representative	_____
Title	_____
Signature	_____
Date	_____
Email / phone	_____
[SCHOOL / DISTRICT LEGAL NAME]	
Authorized representative	_____
Title	_____
Signature	_____
Date	_____
Email / phone	_____

Reference framework

Drafting references (accessed July 2026):

- U.S. Department of Education, FERPA and Volunteer and Partnership Organizations:
https://studentprivacy.ed.gov/sites/default/files/resource_document/file/ferpa-and-community-based-orgs_2021.pdf
- U.S. Department of Education, FERPA regulations and guidance:
<https://studentprivacy.ed.gov/ferpa>
- U.S. Department of Education, Privacy and Data Sharing resources:
<https://studentprivacy.ed.gov/privacy-and-data-sharing>
- U.S. Department of Education, Directory Information guidance:
<https://studentprivacy.ed.gov/content/directory-information>