**Memorandum of Understanding**
San Mateo County SELPA (on behalf of the San Mateo SELPA Local Education Agencies),
Belmont-Redwood Shores School District and Charles Armstrong School

<table>
<thead>
<tr>
<th>Belmont-Redwood Shores will:</th>
<th>Charles Armstrong will:</th>
<th>District of Residence will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review list of students from Charles Armstrong</td>
<td>1. In the case that a parent or school staff are recommending that a student who is suspected of meeting special education eligibility may transition back to a school district, Charles Armstrong will advise parents to:</td>
<td>1. Accept letters of request for assessment for students who reside in their district, but attend school at Charles Armstrong</td>
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<td>2. Keep track of timelines for students</td>
<td>• Write a letter to the District of Residence requesting assessment, if the child resides in San Mateo County</td>
<td>2. Respond to the parents within 15 days stating whether they will proceed with the assessment, need further information, or do not agree to assess</td>
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<td>3. Contact District of Residence to ensure that timelines are being followed</td>
<td>• Provide a copy of the request letter to Belmont-Redwood Shores</td>
<td>3. Complete assessment within the correct timelines</td>
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<td>4. Continue to assess students who attend other private schools in Belmont</td>
<td>• Include a statement in the letter granting permission for the two (2) districts to exchange information about the student</td>
<td>4. Will notify Belmont-Redwood Shores no more than 20 days into the assessment timeline if they will not be able to complete the assessment within timelines</td>
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<tr>
<td>5. Continue to assess Charles Armstrong students who reside outside of the San Mateo County SELPA boundaries</td>
<td>2. Forward two (2) lists by August 30th of the new school year to Belmont-Redwood Shores School District delineating:</td>
<td>5. Will assume SELPA assessment rate cost, if Belmont-Redwood Shores was notified within 20 days</td>
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<td>6. Continue to provide Individualized Services Plan consultation or other resources as determined by local consultation with Charles Armstrong staff</td>
<td>• 8th graders who will be transitioning to high school</td>
<td>6. Will assume actual cost for assessment, if Belmont-Redwood Shores was not notified within 30 days</td>
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<td></td>
<td>• Non-8th graders who will be transitioning back to district</td>
<td>7. Any disputes will be addressed pursuant to the SELPA resolution process</td>
</tr>
</tbody>
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Terms of Agreement and Review Schedule

This agreement shall be in effect from July 1, 2019 to June 30, 2020. All parties will review this agreement annually and agree to its implementation.

Anjao ~-~
Associate Superintendent
San Mateo County SELPA

Date

Dr. Joan Rosas
Chair
SELPA Governing Board

Date

Lara Goldman
Director of Special Programs
Belmont-Redwood Shores School District

Date

Lorn Buchler
Manager Next School Placement
Charles Armstrong School

Date