

**Memorandum of Understanding**

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| **This Memorandum of Understanding (MOU) sets for terms and understanding between Gavilan Community College and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to coordinate and to provide the following required information for the High Step Program to be offered at your High School.** |

**High Step Program Checklist and Required Information**

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| Responsibility/Activity | Contact Information | Initial | **Notes** |
| 1. Identify Course, semester, and preferred day of the week. | * 1. Course:   2. Semester:   3. Online Format: |  |  |
| 2. High School Principal Contact Information | * 1. Name of High School:   2. Name of Principal:   3. Phone Number:   4. Email Address: |  |  |
| 3. Primary Contact Person at the High School ***(Academic Counselor, Administrative Staff)***  -Scheduling, school calendar, questions, cancellation of class, etc. | 3.1 Name and Title of Contact Person:  3.2 Phone Number:  3.3 Email Address: |  |  |
| 4. Identify classroom at the high school that the class will be held. | * 1. Classroom:   2. High School teacher in that classroom:   3. Email address of high school teacher: |  |  |

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| **Responsibility/Activity** | Contact Information | Initial | **Notes** |
| 5. Facilities Contact Person in Case of Emergency | 5.1 Name of contact person: **NA**  5.2 Phone number: **NA** |  |  |
| 6. Information Technology Contact Person for Audio/Video, computer questions/issues. | 6.1 Name of contact person:  6.2 Email address: |  |  |
| **7. Books & Materials:** | **7.1**   * **The High School District (Name) will pay for textbooks and other related materials fees.** * **Districts should plan ahead to secure funds for textbooks and other related materials.** |  |  |
| **8. Registration, Campus Center Use, Health Service, & Student Representation fees will be waived for high school students.** | **8.1**   * **Registration fees for enrollment will be waived for participating High School (name) District students.** |  |  |
| **9**. **Description of detailed Services** | **9.1**   * **Gavilan College will provide identified college credit courses in the Gavilan College High Step format as agreed upon.** |  |  |

This Memorandum of Understanding (MOU) will offer transfer level courses on select high school campuses each fall and spring semester. The following required checklist and contact information needs to be completed and emailed to Susan Sweeney, Interim Dean, Student Success and Workforce Pathways, [ssweeney@gavilan.edu](mailto:ssweeney@gavilan.edu) or call (408)848-4757, so everything is in place.

**This Agreement shall be signed on behalf of both Partners between the college and high school.**

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| **High School Partner Signature:**  **Date:** | **College Partner Signature:**  **Date:** |