

## Appendix 4

### Geographic Range Memorandum of Understanding

This MOU must be completed when a BOCES is proposing to operate an adult literacy program, including Distance Education, in a BOCES or in a school district outside their component school districts OR when a school district is proposing to operate an adult literacy program, including Distance Education, in another school district outside their BOCES component school districts. If the school district is within the proposed adult literacy program, including Distance Education, is part of a BOCES, then in addition to the school district superintendent's signature, the BOCES district superintendent must also agree and sign. NYSED must approve the MOU before any services are provided.

Date of Request: \_\_\_\_\_

Program Year: \_\_\_\_\_

There are four possible geographic agreement options, the program making the request must select ONE option:

- Option #1 BOCES to BOCES
- Option #2 BOCES to an independent School District (not part of another BOCES)
- Option #3 School District to a BOCES
- Option #4 School District to School District

In the table below, complete all the fields that apply to the desired option:

	Adult Education Manager or Director	BOCES District Superintendent requesting the waiver	Component School District Superintendent requesting the waiver	Independent School District Superintendent requesting the waiver
<b>Full Name</b>				
<b>Street Address</b>				
<b>Phone #</b>				
<b>Email</b>				
<b>Services the BOCES or school district is proposing to provide:</b>			<input type="checkbox"/> ABE <input type="checkbox"/> ASE <input type="checkbox"/> ESL	
<b>Number of classes to be provided at the proposed site</b>			<input type="checkbox"/> ABE <input type="checkbox"/> ASE <input type="checkbox"/> ESL	

**SIGNATURES REQUIRED:**

**Option #1 Signatures Required**

\_\_\_\_\_ BOCES agrees to provide adult literacy services to the School District,  
 \_\_\_\_\_ from July 1, 2026 through June 30, 2027

Signature BOCES District Superintendent

Date

\_\_\_\_\_ BOCES District Superintendent agrees to have the  
 \_\_\_\_\_ BOCES provide adult literacy services as prescribed above.

Signature BOCES District Superintendent

Date

**Option #2 Signatures Required**

\_\_\_\_\_ BOCES agrees to provide adult literacy services to the School District,  
\_\_\_\_\_ from July 1, 2026 through June 30, 2027

Signature BOCES District Superintendent

Date

\_\_\_\_\_ School Superintendent agrees to have the  
\_\_\_\_\_ BOCES provide adult literacy services as prescribed above.

Signature School Superintendent

Date

**Option #3 Signatures Required**

\_\_\_\_\_ school district agrees to provide adult literacy services to the  
BOCES, \_\_\_\_\_ from July 1, 2026 through June 30, 2027

Signature School Superintendent

Date

\_\_\_\_\_ BOCES District Superintendent agrees to have the  
\_\_\_\_\_ school district provide adult literacy services as prescribed above.

Signature BOCES District Superintendent

Date

**Option #4 Signatures Required**

\_\_\_\_\_ school district agrees to provide adult literacy services within the  
school district, \_\_\_\_\_ from July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_ (NYSED will  
approve up to a three year time frame).

Signature School Superintendent

Date

\_\_\_\_\_ School Superintendent agrees to have the  
\_\_\_\_\_ school district provide adult literacy services as prescribed above.

Signature School Superintendent

Date

**Any prior arrangements made for geographic arrangements are null and void.**