

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 |
|---|-------------------------------------|---|--|--|
| Full Name | | | | |
| Street Address | | | | |
| Phone # | | | | |
| Email | | | | |
| Services the BOCES or school district is proposing to provide: | | | <input type="checkbox"/> ABE <input type="checkbox"/> ASE <input type="checkbox"/> ESL | |
| Number of classes to be provided at the proposed site | | | <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, _____ (NYSESED 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.