

INSTRUCTIONS FOR USING THE MASTER CONTRACT:

This contract can be used by districts to enter into agreements with NPS/A's that do not currently have a contract with the Sonoma SELPA. This contract is also appropriate for use with out of county or out of state placements. If you would like to verify that an NPS/A is currently in contract with Sonoma SELPA, please email Sonia Perez, sperez@scoe.org .

For convenience and ease of use, there are several places prepared for fill-in use within this document to quickly customize for district use:

1.) On page 2 titled, "Master Contract General Agreement for Nonsectarian, Non-Public School and Agency Services," fill in the following:

- The LEA
- The name of the Nonpublic school or agency entering into the agreement.
- Indicate the type of contract. If it is an interim contract-enter the expiration date.

2.) On page 8 fill in the following:

- Contract's Start Date
- Name of LEA (Twice-once in the title and once in the text)
- Name of Nonpublic School or Agency (Twice-once in the title and once in the text)

3.) On page 8 under the heading, "Term of Master Contract," please fill in the following

- The start date of the contract's term followed by the end date.
- The end date of the contract's term is then echoed, and needs to be filled out three more times in this same paragraph.

4.) On page 41, "Contract Signature Page," fill in the following:

- Enter the name and title of the LEA Administrator, along with the LEA address and phone number.
- Enter the name of the Nonpublic School or Agency representative's name and title
- Under the heading "Contract Submittal Requirements," enter the due date for return of signed contract and support documents.
- Finally fill the contract contact information, indicating the person responsible for receiving and maintaining the contract and support documents.