

**K12 Strong Workforce Program Data Sharing MOU
Frequently Asked Questions (FAQ)
Updated July 15, 2026**

1. What is an MOU?

An MOU is an acronym for “Memorandum of Understanding” which is a written agreement between the signing parties that describes the respective rights and obligations between the parties.

2. Why is an MOU agreement necessary?

The K12 Strong Workforce Program Grant (“Grant”) requires that all participating Local Education Agencies (LEAs) have a signed MOU between the Chancellor’s Office and the LEA. Additionally, the MOU is needed to comply with state and federal laws relating to the data covered by the MOU. The MOU outlines the terms and conditions by which the LEA designates the Chancellor’s Office as their designated representative under FERPA for the purposes of this Grant and through which the Chancellor’s Office accepts responsibility for the security of the data that the LEA will provide.

3. Who needs to sign the new K12 SWP MOU?

All LEA’s who submit data or have submitted data to Cal-Pass Plus in the past should sign the new MOU agreement. The updated MOU provides additional rights to Grant recipients that the prior version did not.

4. Is it necessary to have an attorney involved in the MOU Process?

While not always mandatory, having legal counsel review the MOU can help Grant recipients understand the terms of the MOU and provide related advice. This MOU was developed by the Office of General Counsel at the California Community Colleges Chancellor’s Office.

5. Who do I reach out to if I have MOU related questions?

For questions related to the MOU agreement, please email datavista@cccco.edu and use the subject line “Question related to the K12 SWP MOU.” Please be aware that it can take time to coordinate answers with the Chancellor’s Office of General Counsel.



6. What data is my LEA providing to the Chancellor's Office? What specific files do I need to submit?

To measure the impact of the K12 Strong Workforce Program as statutorily required, the LEA must provide data to the Chancellor's Office on an annual basis to include the three academic years that overlap with the grant award. The files are copies of the CalPADS files the LEA submits to the California Department of Education (CDE) each year.

Files:

- CRSC
- SCSC
- SCTE
- SELA
- SENR
- SINP
- SPRG

This information also appears in the RFA Appendix A: Grantee Requirements and Guidelines.

7. When does the data need to be submitted?

The CalPADS files must be submitted by November 1, 2025, as required by law. ([Education Code Section 88828.d.8.D](#)).

8. Within the MOU what does it mean for a person to act in a liaison capacity throughout the term of a Memorandum of Understanding (MOU)?

This is the primary point of contact and communication between the parties involved in the MOU (i.e., the CO and the LEA). It involves several key responsibilities: 1) Facilitation of Communication between the parties to prevent misunderstandings. 2) Coordination of Activities including organizing meetings, coordinating activities, and ensuring that all parties are aligned with the terms of the MOU. 3) Monitoring Compliance to keep track of the obligations of each party under the MOU and ensuring that they are being met. 4) Problem-Solving to address any issues or conflicts that arise during the term of the MOU and working towards solutions. 5) Providing Updates to relevant stakeholders about the progress and status of the MOU's implementation.

9. Within the MOU what does it mean for a person to be responsible for oversight and supervision of the security and confidentiality of the data throughout the term of the MOU?

This person is involved in several key duties: 1) Data Protection - Implementing measures to ensure that all data shared or created under the MOU is protected against unauthorized access, breaches, or leaks. 2) Incident Response - Developing and implementing a plan to respond to any data breaches or security incidents, including notifying affected parties and taking corrective actions. 3) Training and Awareness - Providing training and resources to those involved in handling the data to ensure they are aware of and understand data protection requirements and best practices.

10. What happens after I send in my signed MOU?

- You will receive an email confirmation that the document has been received within one week of the submission date.
- You will receive a fully executed version of the MOU for your records no later than 60 days after the date your signed version was submitted.

11. Will the Chancellor's Office sign the CA-NDPA or similar LEA specific Data Sharing Agreements?

Unfortunately, no. The number of different LEAs involved, and the efficient administration of the program requires consistency among the data, standards, and agreements. Additionally, the National Student Data Privacy Agreement (NDPA) is a template agreement copyrighted by the Access 4 Learning Community. California IT in Education (CITE) joined the Access 4 Learning Community on behalf of all schools in California and drafted the California version (CA-NDPA version 1.5) based on the NDPA. The NDPA was developed for a particular use case – agreements between local education agencies and technology vendors under the “School Official” exception to FERPA. Therefore, the underlying foundation and numerous express provisions in the CA-NDPA are inapplicable to these circumstances and do not accurately describe the nature of the relationship between the California Chancellor's Office and the Grant Recipients/ LEAs. The California Community College Chancellor's Office is not "providing educational or digital services" to the LEA under a “services agreement” and does not fit the descriptions in NDPA. Instead, it is a statewide agency that is administering a state-funded educational program--the K12 Strong Workforce Program. As the administering agency, the Chancellor's Office has rights under FERPA to collect student level data to audit or evaluate an educational program. Further, as defined in the K12 SWP RFA, the LEA has

already agreed to provide the Chancellor's Office with the CalPADS files in order to meet the legislative reporting requirements.

Under Education Code Section 88828

(<https://law.justia.com/codes/california/code-edc/title3/division-7/part-54-5/section-88828/>), LEAs are required to submit data to the CDE in order to meet their reporting requirements under K12SWP. Specifically, in order to "receive a grant from a consortium shall comply with all of the following: (D) Data collected pursuant to this section shall be reported by the grant recipient to the State Department of Education and their K–14 Technical Assistance Provider by November 1 immediately following the fiscal year for which the data is being reported. The K–14 Technical Assistance Provider shall annually notify the K–12 Selection Committee in each region of any grant recipient that fails to provide the required outcome data. The K–12 Selection Committee, in consultation with the consortium, may terminate or rescind contracts and grants from grantees that fail to provide the required outcome-based data pursuant to this paragraph."

12. The prior Cal-Pass Plus MOU included more detailed language about data sharing, data confidentiality, data security, method of transfer, and data disposition. Why is the new K12 SWP MOU more streamlined compared to the old version?

The prior Cal-PASS Plus MOU was designed to address data sharing and confidentiality terms among member LEAs and was administered by a collaboration of organizations, including private sector entities not subject to the State's security standards with different responsibilities for data security, contract management, and developing data tools. In contrast, the New K12 SWP MOU clarifies the permissible use of the data and places accountability for data security terms with the Chancellor's Office.

13. Will the Chancellor's Office provide a copy of their W-9 form and proof of liability insurance?

The Chancellor's Office is a California state agency and does not have a separate W-9 separate from the State of California. Under California law, state agencies are self-insured for liability, unless they opt to secure secondary insurance. The Chancellor's Office is self-insured at this time.

14. What data is requested under this agreement, how will it be shared, and how will it be stored?

The 7 CalPADS files submitted under the K12SWP MOU agreement will be used by the Chancellor's Office to audit and evaluate the program and create legislatively mandated reports for the K12SWP program, such as periodic reports to the legislature and reports to the public. As mandated by the MOU, all reports and dashboards will only contain properly Deidentified data; no personally identifiable information will be disclosed. The Chancellor's Office displays those reports on the DataVista (datavista.cccco.edu) website. The Chancellor's Office previously published the K12SWP reports on the CalPASS Plus LaunchBoard site, which is being decommissioned.

As required by the MOU, data will be stored in accordance with the Chancellor's Office's Data Security Policies and state and federal law. As a state agency, the Chancellor's Office is subject to stringent data security standards set forth in the State Administrative Manual (SAM 5300—5399), including National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 as the minimum information security control requirements. Although adherence to the Chancellor's Office's Data Security Policies is expressly referenced as a requirement in the MOU, specific controls are not detailed given ongoing updates to state-wide security standards,

15. Will the Chancellor's Office accept modifications to the MOU or strikethroughs on the document?

No. The K12 Strong Workforce Program (K12SWP) is administered by the California Community Colleges Chancellor's Office (CCCCO), which serves as the lead educational agency. As a recipient of a K12SWP grant, each grant recipient LEA is required to submit data to the Chancellor's Office for the purposes of auditing and evaluating a state educational program.

To support this requirement, the K12SWP Memorandum of Understanding (MOU) was developed by the Office of General Counsel at the Chancellor's Office. **The MOU outlines the permissible use of data under FERPA and affirms the Chancellor's Office's responsibility for data security as your LEA's designated agent for audit and evaluation purposes.** Given the volume of grants administered across hundreds of LEAs, the Chancellor's Office is unable to accommodate individual modifications to the MOU. As a condition of the K12SWP grant, the designated representative of each LEA is required to sign

the MOU and return it to the Chancellor's Office by October 31. Once countersigned, a copy will be returned to the LEA for its records.

16. What are the implications for LEA's if they do not sign and return the new K12 SWP MOU agreement?

There is a statutory requirement for LEAs to provide CalPADS data for the purpose of evaluating the K12SWP. Failure to provide the 7 CalPADS files to the Chancellor's Office may result in ineligibility of the LEA to receive future K12SWP grants. The MOU outlines the Chancellor's Office responsibility for security of the data and designates the Chancellor's Office as the LEAs agent under FERPA.

17. Do Middle Schools need to sign the new K12 SWP MOU agreement and upload their data?

There is no requirement to upload data since data is not relevant to this age group. If the requirement changes, we will require the Middle Schools to sign an MOU.

18. Can you confirm whether or not ROC/Ps have to sign the MOU? ROC/Ps do not collect CALPADs data but they have districts that submit CALPADs data on their behalf.

ROPs do not have to submit CalPADS data. They are not required to submit the MOU. The LEA that submits the data on behalf of the ROP, should sign the MOU.

19. How does the Chancellor's Office address deidentified data through this MOU agreement? Why do you need to retain deidentified data, what will it be used for, and provide a detailed description of your deidentification protocols.

The MOU incorporates federal and state legal compliance into its terms. Therefore, "deidentified data" is consistent with the U.S. Department of Education's definition that deidentified data is data from which "all personally identifiable information has been removed, including, but not limited to, any information that, alone or in combination is linkable to a specific student that a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty." Moreover, the State adheres to NIST SP 800-53 for data security standards and de-identification standards. As recommended by the U.S. Department of Education and NIST SP 800-53, the Chancellor's Office utilizes a variety of measures, including without limitation aggregation, hashing,

suppression, and masking to deidentify data. The Chancellor's Office will not publish a detailed description of the detailed deidentification protocols to reduce the risk of others reverse engineering the data if it is exposed. However, the deidentification process parses several data elements to create a new unique identifier. The Chancellor's Office retains the CalPADS data to meet longitudinal legislative reporting requirements.

20. Who will assess how secure the “secure tool” is?

The Chancellor's Office, as a state agency, receives technical support and follows policies and standards as directed by the California Department of Technology through the Statewide Information Management Manual ([SIMM](#)) as well as the National Institute of Standards and Technology ([NIST](#)). These include, without limitation, regular security assessments and compliance certification reporting.

21. Why does the shared information include attendance and discipline data?

The K12 SWP grant requires 7 CalPADS files (CRSC, SCSC, SCTE, SELA, SENR, SINF, and SPRG, but additional files are listed on the MOU because the schools and LEAs may have previously submitted those files to the CalPASS system and the Chancellor's Office maintains ongoing responsibility for those files.

22. Will any of this be duplicative with our CCGI implementation?

No

23. Do LEA's need to submit an MOU per award or per organization?

Per organization. If you have previously submitted the Chancellor's Office updated K12 SWP MOU, you do not need to submit a new one. If you previously submitted an MOU to CalPASS Plus or Education Results Partnership (ERP) and have not submitted the Chancellor's Office K12 SWP MOU, please submit the MOU.

24. Will the Chancellor's Office provide a SOC 2 report for the K12 SWP Program?

The State of California does not produce SOC 2 reports, as state entities instead comply with the State Administrative Manual (SAM) Sections 5300–5399, which require periodic Independent Security Assessments (ISAs) and Information Security Program Audits (ISPAs) to evaluate security controls and risk



management practices. These assessments serve a function similar to third-party assurance reviews; however, their results are confidential and cannot be shared externally due to the sensitive nature of the information and the need to protect state systems. As such, we are unable to provide a SOC 2 report but can attest to compliance with statewide security requirements which require us to undergo periodic ISAs and ISPAs as specified in SAM Sections 5300-5399.