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SPECIAL EDUCATION AGREEMENTS (CON-P006)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure outlines the process for writing and managing master and individual service contracts for schools and agencies that provide services to students participating in the district's Special Education program.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Assigned Analyst

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Director of Purchasing

**4.0 DEFINITIONS:**

- 4.1 School or agency – The entity certified by the State of California and qualified to provide non-public school services to the district.
- 4.2 Master Contract – An annual contract which sets the annual rates for services to be provided by the school or agency.
- 4.3 Individual Service Contract – A contract for an individual student attending a school or agency.

**5.0 PROCEDURE:**

- 5.1 A master contract is written for each school or agency that will provide services to student(s) during the current year.
- 5.1.1 School or agency data, e.g., address, rates, authorized signer, are provided by the Special Education Department.
- 5.1.2 The school or agency is required to sign and return the master contract prior to providing services and submitting invoices.
- 5.2 An individual service contract is written for each student receiving services by a school or agency. Contract includes student data and services to be provided.
- 5.2.1 The school or agency receives two district approved individual service contracts for each student, signs, and returns one individual service contract for each student to the district.

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**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Master Contract
- 6.2 Individual Service Contract

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Master contracts	File and electronic data spreadsheet	5 years	Shred	Electronic
Individual service contracts	File and electronic data spreadsheet	5 years	Shred	Electronic

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/13/04	A	Initial Release
8/9/05	B	Changed Responsibility 2.1
6/5/06	C	Revise records retention table
10/16/07	D	Revise procedure
11/12/08	E	Revise 5.0

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