MEMORANDUM OF UNDERSTANDING (MOU)

Moriarty-Edgewood, Estancia, Mountainair Transition Team (MEM)

Alta Mira
UNM/CDD FOCUS Program
New Mexico School for the Blind and Visually Impaired
New Mexico School for the Deaf
PMS Head Start-Torrance
Moriarty-Edgewood Schools
Estancia Municipal Schools
Mountainair Public Schools
Central Region Educational Cooperative
UNM Continuing Education/Carino TTAP

Mission: To facilitate smooth and effective transition for eligible children and families in Torrance County. The intent of this agreement is to integrate the activities that promote the delivery of services in a timely manner in compliance with federal and state laws and regulations.

Purpose: To establish working procedures among the parties of this MOU to coordinate and provide training, support, and available resources necessary to children and their families.

April 2, 2013
I. Contact Information:
Program: Alta Mira
Address: 1605 Carlisle NE, Alb. NM 87110
Contact Person: Karen Burrow
Phone number: 505-366-2137
Fax number: 505-262-0845
E-mail: kburrow@altamiranm.org

Program: UNM/CDD FOCUS Program
Address: 2300 Menaul NE, Alb., NM 87107
Contact Person: Peggy MacLean
Phone number: 505-272-3459
Fax number: 505-272-3461
E-mail: pcmaclean@salud.unm.edu

Program: New Mexico School for the Blind and Visually Impaired
Address: 801 Stephen Moody SE, Alb., NM 87123
Contact Person: Zelfa Sandoval Sweeney
Phone number: 505-263-3505/800-274-3669
Fax number: 505-291-5456
E-mail: Zelfasandovalsweeney@nmsbvi.k12.nm.us

Program: PMS Head Start-Torrance County
Address: PO Box 607, Moriarty, NM 87035
Contact Person: Shana Perea
Phone Number: 505-832-5064
Fax Number: 505-832-4365
E-mail: shana_perea@pmsnet.org

Program: Central Region Educational Cooperative
Address: 5323 Menaul NE, Albuquerque 87110
Contact Person: Maria Jaramillo
Phone Number: 505-889-3412
Fax Number: 505-889-3422
E-mail: mjaramillo@crecnm.org

TEAM MEMBERS

Program: New Mexico School for the Deaf
Address: 1060 Cerrillos Rd, Santa Fe, NM 87505
Contact Person: Lorraine Crespin
Phone Number: 505-231-7962
Fax Number: 505-875-0954
E-mail: Lorraine.crespin@nmsd.k12.nm.us

Program: Moriarty-Edgewood Schools
Address: 200 Center St, Moriarty, NM 87035
Contact Person: Natalie Romero
Phone Number: 505-832-5816
Fax Number: 505-832-5918
E-mail: Natalie.romero@mesd.k12.nm.us

Program: Mountainair Public Schools
Address: 512 North Ross/PO Box 456
Mountainair, NM 87306
Contact Person: Dawn Apodaca
Phone Number: 505-847-2211
Fax Number: 505-847-2298
E-mail: dapodaca@mps schools.net

Program: Estancia Municipal Schools
Address: 300 N 9th/PO Box 68
Estancia, NM 87016
Contact Person: Athena Trujillo
Phone Number: 505-384-2044
Fax Number: 505-384-2017
E-mail: Athena.trujillo@estancia.k12.nm.us

Program: UNMCE/Carino TTAP
Address: 1634 University Blvd. NE
MSC07 4030 1 University of New Mexico
Albuquerque, NM 87131-0001
Contact Person: Sheryl Faulconer CCIS
Phone: 505-277-1260
E-mail: sfaulcon@unm.edu

April 2, 2013
II. DESCRIPTION OF THE INVOLVED AGENCIES

Alta Mira-a Family Infant Toddler (FIT) Early Intervention Service Provider that serves children birth through three and their families who are determined eligible for services under IDEA Part C

UNM/CDD FOCUS Program is a (FIT) Early Intervention Service Provider that serves children birth through three and their families who are determined eligible for services under IDEA Part C

New Mexico School for the Blind and Visually Impaired (NMSBVI)-a state supported school that serves children birth to 21 who are eligible for services under IDEA Part C and/or B

New Mexico School for the Deaf (NMSD)-a state supported school that serves children birth through six who are determined eligible for services under IDEA Part C and/or B

PMS Head Start-Torrance-a Head Start provider that serves children birth through five and their families who are determined eligible under Head Start criteria. It is mandated that Head Start make 10% of enrollment opportunities available to children with disabilities and actively recruit children with disabilities

Moriarty-Edgewood Schools, Estancia Municipal Schools, and Mountainair Public Schools-the Local Education Agencies (LEA) that serve children who are determined eligible for services under IDEA Part B

Central Region Educational Cooperative (CREC)-the Regional Education Cooperative (REC) to which Estancia Municipal Schools and Mountainair Public Schools are members and receive technical assistance from in the area of (special) education

The Carino TTAP Child Care Inclusion Specialist provides training and support to early childhood educators who work in home and center-based child care settings. This work is done in collaboration with other systems such as Family Infant Toddler Programs and Local Education Agencies.
III. TERMS OF THE AGREEMENT
All members of the team agree to:

1. Meet at least 3 times a year.
2. Share opportunities for training staff development and other activities related to transition amongst team members.
3. Invite relevant staff members to attend transition trainings provided by Part B, C, or relevant state agencies.
4. Collaboration between team members is necessary. If at any point in the transition process there are concerns, members will contact each other and resolve the issues. If no resolution is reached, the transition coach can provide support and guidance.
5. In September and January, the team will be surveyed on the effectiveness of the current MOU, review annually and determine changes as necessary.

IV. RESPONSIBILITIES IN TRANSITION PROCESS

April 2, 2013
**NOTIFICATION**

FIT providers must notify the Local Education Agency (LEA) of children who reside in the LEA’s educational jurisdiction and who are potentially eligible for Part B services. For this purpose, potentially eligible is considered those children eligible under the Part C’s—established condition or—developmental delay category. The list should include children who will turn three within the next 12 months.

**NMAC 7.30.8.13 TRANSITION (B)** In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.

**NMAC 6.31.2.11 (5) (4) (a)** Each LEA shall survey Part C programs within its educational jurisdiction in its child find efforts to identify children who will be eligible to enter the LEA’s Part B preschool program in future years.

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<tr>
<th>FIT PROVIDER</th>
<th>LEA</th>
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<tr>
<td>On the first working day of January, April, July and October, the representative of the El Programs/FIT Providers (Alta Mira, RCI, FOCUS, and NMSD) will mail or fax a cumulative list of children including the child’s name, DOB, parent/guardian name and mailing address to the Special Education Directors (or designee) of the LEA (Moriarty-Edgewood, Estancia and Mountainair school districts). If child is in the custody of Children Youth and Family Dept. (CYFD), information will include only the CYFD representative and CYFD address. If no children are transitioning to the district, the EI representative will send a statement indicating such. For a late referral, the FIT family Service Coordinator will notify the LEA at the time the Transition Referral form is sent to the LEA.</td>
<td>Special Education Directors (or designee) will verify receipt of list by email to EI representative.</td>
<td>N/A</td>
<td>Agencies will follow HIPAA or FERPA confidentiality requirements for the release of information according to each agency’s policy.</td>
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April 2, 2013
TRANSITION PLANNING & REFERRAL TO LEA

TRANSITION PLANNING: By 24 months of age, but at least 6 months prior to the beginning of the school year in which the child turns three, the service coordinator meets with the family to identify and document the specific steps and actions that will support the child and family through the transition process. These individualized steps and actions are documented on the transition plan and are included in the IFSP.

REFERRAL TO LEA: The Transition Referral Form should be sent at least 60 days prior to the Transition Conference, and if possible at least six months prior to the child’s third birthday. The FIT Transition Assessment Summary Form will be completed and sent to the LEA at least 30 days prior to the Transition Conference in order to support the use of Part C information in determining Part B eligibility.

The parties shall honor the parent’s right to full disclosure of information in order to make informed decisions regarding when their child will transition as outlined below in NM Statutes NMSA 1978 (as amended by Chapter 27, NM Laws 2004)
Sec. 22-18-1 Family Infant Toddler (FIT) Program Statute
If a child enrolled in the Family Infant Toddler Program has his or her third birthday during the school year, the child’s parent shall have the option of having the child complete the school year in the family infant toddler program or enrolling the child in the public school’s preschool program. A child with a disability who enrolls in the public school’s preschool program and has his third birthday during a school year may receive special education and related services from the beginning of that school year.

NMAC 7.30.8.13 (C)
A. Transition planning shall begin early enough to allow the parents to exercise all their rights under state and federal statutes and regulations. Transition planning must be undertaken for each child and family at the initial IFSP. Transition planning shall be a process involving meeting(s) and progressive steps toward the smooth and effective transitioning of each child and family.

B. In a timely manner, the early intervention provider shall notify the local education agency of children that reside in the geographic area served by the LEA that may be eligible for preschool special education services.

C. Steps/actions shall be identified and included in the IFSP that support the child and family and ensure a smooth and effective transition With involvement of the parents, such steps/actions shall include, at a minimum:
1. Discussions with the parents regarding future program/service options to include preschool special education services and other community services that may be available and appropriate; representatives from these programs and services shall be included in these discussions to ensure an informed decision;
2. Preparing the child and family for the changes and adjustments to a new setting;
3. With parental consent and in accordance with regulation, the transmission of information, including evaluation and assessment information and copies of IFSPs to ensure continuity of services.

NMAC 6.31.2.11 (A) (4) (a) Each LEA shall survey Part C programs within its educational jurisdiction in its child find efforts to identify children who will be eligible to enter the LEA’s Part B preschool program in future years.
As part of the transition plan, after EI Service Coordinator will ensure that the family is aware of the array of service and program options available under Part B including home, day care centers, Head Start programs, schools and community-based settings.

The EI Service Coordinator will meet with the family to identify and document the specific steps and actions that will support the child and family through the transition process including child care needs. These individualized steps and actions are documented on the transition plan and are included in the IFSP.

The EI Service Coordinator will fax, email, or mail (using confidentiality assurance) a Transition Referral Form to the Special Education Directors (or designee) at least 60 days prior to the Transition Conference, and if possible 6 months prior to the child’s third birthday.

With parent consent, the EI Service Coordinator will send written invitation to all parties listed in the IFSP (Head Start, Special Education Directors (or designee) will coordinate efforts with early intervention providers to support parent and family involvement in the transition planning process.

Special Education Directors (or designee) will coordinate with early intervention providers to facilitate visits by families to classrooms and/or learn about services provided by the school district if requested. Special Education Directors (or designee) will verify receipt of Referral Form and Assessment Summary Form by email to EI agency.

The LEA will review the information and materials sent from the EI Program in order to

To meet the needs of children who are in early care programs, the Child Care Inclusion Specialist will be available to: with parent permission, support the transition process by collaborating with area agencies and childcare providers regarding inclusion services and provide information to families regarding inclusion services within the transition process.

If requested, Head Start will coordinate with early intervention providers to facilitate visits by families to classrooms and/or learn about Head Start program.

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NMSBVI, NMSD and child care providers). NMSD will participate, when invited in transition conferences/meetings and help the team and family consider placement options and adaptations that may be needed.

In case of a child with hearing loss, and in accordance with DOH procedure and with parent consent, the FIT Service Coordinator (FSC) will contact an NMSD Regional Supervisor for technical assistance during the transition conference in discussing communication considerations and the continuum of educational options.

In the case of a child with a documented visual impairment, the FIT Family Service Coordinator (FSC) will contact NMSVBI for technical assistance during the Transition Conference to discuss the Consideration of Special Factors (IDEA-2004) consideration of the child’s needs, and appropriate reading and writing media (including an evaluation of the child’s future needs for instruction in Braille or the use of Braille).

With parent consent, the EI determine which district personnel will attend the upcoming transition conference.
Service Coordinator will coordinate the completion and submission through fax or mail (with confidentiality assurance) of the Transition Assessment Summary Form to the Special Education Directors (or designee) at least 30 days prior to the Transition Conference. Data will not be older than 6 months.
TRANSITION CONFERENCE

TRANSITION CONFERENCE: The FIT program is legally responsible for convening the Transition Conference. It is the responsibility of the Service Coordinator to invite an LEA representative to the Transition Conference with the approval of the family.

NMAC 7.30.8.13 (G) (7) TRANSITION
With approval of the parents, a Transition Conference shall be convened at least 90 days prior to the anticipated date of transition from early intervention services but no later than 90 days prior to the child’s third birthday. If the child may be eligible for preschool services, including special education and related services offered through the local education agency, this conference shall include, at a minimum, the parents, the relevant early intervention service providers, and the local education agency representative(s). Other relevant service providers should be invited to attend this meeting. The transition process must take into account availability of Head Start and other childcare services in the community.

Subsection (A)(5)(e) of NMAC 6.31.2.11 states that “Each LEA shall participate in transition planning conferences arranged by the designated Part C lead agency no less than 90 days prior the child’s third birthday, to facilitate informed choices for all families.”

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<td>The EI Service Coordinator will (with the consent of the parent(s)) convene and facilitate a Transition Conference at least 90 days and, at the discretion of all parties, but not more than nine months prior to the child’s third birthday.</td>
<td>Special Education Director (or designees) will participate in the Transition Conference arranged by the designated early intervention provider.</td>
<td>Special Education Directors (or designee) will request the consent from the parent(s) using the Consent Form for Preschool Evaluation to conduct the initial evaluation for Part B.</td>
<td>Collaboration between EI Service Coordinator and LEA designee will facilitate a smooth and effective transition including communicating frequently with LEA personnel to coordinate the scheduling of conferences.</td>
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<td>This Transition Conference will be scheduled by March 1st and the meeting will be held within the next 15 working days.</td>
<td>Special Education Directors (or designee) will request the consent from the parent(s) using the Consent Form for Preschool Evaluation to conduct the initial evaluation for Part B.</td>
<td>Special Education Director (or designee) will provide the parents a copy of the procedural safeguards under</td>
<td>Collaboration and communication will ensure the timely submission of all relevant documents.</td>
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<td>If the child is potentially eligible for Part B preschool services through the LEA, then the LEA representatives must be invited to participate in the Transition Conference. The invitation will be sent at least 30 days prior to the Transition Conference.</td>
<td>If requested and with consent of the parents, Head Start will participate in the Transition Conference.</td>
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<td>With consent of the parents, other relevant</td>
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Service providers will also be invited (Head Start, childcare providers, NMSBVI, NMSD, etc.). In the case of a child with a documented visual impairment or hearing loss, the EI Service Coordinator will contact either NMSBVI or NMSD for technical assistance during the Transition Conference to discuss the continuum of educational options and communication considerations.

The family’s Service Coordinator will facilitate this meeting to ensure the following:

- Review the child’s service and program options.
- Review the IFSP, evaluation, assessment information, and other relevant data/information.
- Review whether all current evaluation and / or assessments have been given to the LEA.
- With parental consent, refer child for an initial Part B evaluation.

The Family Service Coordinator (FSC) will document all outcomes and decisions in the part III of the Transition plan in the IFSP.

The IDEA and obtain parental consent to conduct an initial evaluation.

If the parent consents, the Special Education Director (or designee) and group of qualified professionals will meet with the parent(s) immediately following the Transition Conference to review existing evaluation data including the IFSP, evaluations and information provided by parents or other data as allowed, and based on that review, identify what additional data, if any, are needed to determine the child’s eligibility for Part B services. Otherwise, this evaluation-planning meeting will be scheduled at a separate time.

New Mexico School for the Blind & Visually Impaired will:

- Provide information to parents/guardian of children who are eligible to transition regarding options for services
- Coordinate transition information/efforts with other service providers
- Support each family’s efforts to have a current ophthalmologic report prior to transition
- Provide current assessment information, recommendations and consultation as needed to the receiving program.
- Participate with parent permission and provide current functional vision assessment or determine if further vision assessment is needed
- Refer, when appropriate and with parental consent, to the local FIT early intervention providers or
When a parent does not sign the consent to evaluation by the LEA, the EI Program will periodically offer the parent additional opportunities to sign the consent for Part B evaluation as long as the child is enrolled in EI.

With parental consent the Child Care Inclusion Specialist will be available to attend the transition conference for children in early care programs if requested.

INITIAL EVALUATION FOR PART B & ELIGIBILITY DETERMINATION

INITIAL EVALUATION FOR PART B: The LEA is responsible for obtaining written informed parental consent and conducting the evaluation within 60 days. The purpose of the initial evaluation is to determine if the child is a child with a disability, and if the child requires special education and related services to benefit from the education program.

ELIGIBILITY DETERMINATION: Eligibility is determined after the initial evaluation procedures are completed including the careful review of existing evaluation and assessment information, observations and input from the parents.
NMAC 6.31.2.11 (A)(4)(f) Each LEA shall designate a team including parents and qualified professionals to review existing evaluation data for each child entering the LEA’s preschool program in compliance with 34 CFR Sec. 300.305, and based on that review to identify what additional data, if any, are needed to determine the child’s eligibility for Part B services or develop an appropriate program.

NMAC 6.31.2.10
F. Eligibility determinations.
   (1) General rules regarding eligibility determinations
      (a) Upon completing the administration of tests and other evaluation materials, a group of qualified professionals and the parent of the child must determine whether the child is a child with a disability, as defined in 34 CFR Sec. 300.8 and Paragraph (2) of Subsection B of 6.31.2.7 NMAC. The determination shall be made in compliance with all applicable requirements of 34 CFR Sec. 300.306.
      (b) The public agency must provide a copy of the evaluation report and the documentation of determination of eligibility to the parent.

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<td>Parents who decide not to proceed with eligibility determination for Part B will be given contact information for the LEA in which they reside. It will be made clear that after they exit the FIT program, they may contact the Special Education Director (or designee) at the LEA and request an initial evaluation for eligibility in Part B.</td>
<td>The Special Education Director (or designee) will provide and explain to the parent(s) in their native language or other mode of communication used by the parent(s) the Procedural Safeguards including prior written notice prior to the evaluation. The Special Education Director (or designee) will schedule a date for initial evaluation. The Special Education Director (or designee) will coordinate the completion of the initial evaluation within 60 days of the signed Consent Form for Preschool</td>
<td>For children who are not eligible for Part B services and who attend early care programs, parents will be informed at the eligibility determination meeting about Child Care Inclusion services for the child care providers. For children who are eligible for Part B services and who also attend early care program, parents will be informed at the eligibility determination meeting about Child Care Inclusion Services for child care providers.</td>
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| Evaluation. The Special Education Director (or designee) will conduct the initial evaluation in accordance with 34 CFR § 300.304 to include a variety of measures and sources, including functional, aptitude, and achievement tests, and parent input, as well as information about the child’s physical condition, social or cultural background. | Eligibility Determination Meeting

The Special Education Director (or designee) will assure that a group of qualified professionals and the parent of the child determine whether the child is a child with a disability in accordance with state and Federal regulations. With parental request and consent, the EI service coordinator or other EI representatives listed on the child’s IFSP will be invited to the Eligibility Determination Meeting and/or the IEP. The Special Education Director (or designee) will determine eligibility for Part

| When invited, Head Start will attend the EDT and/or IEP. | In the event that a child has a vision impairment or hearing loss, the LEA can contact NMSBVI and/or NMSD for consultation and assistance.

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| 15 |
B services that includes the review and use of existing Part C evaluations and assessments and the IFSP information as part of the initial evaluation. Tests must have been administered within the previous six months in order to be considered valid.

The Special Education Director (or designee) will provide a copy of the evaluation report and the documentation of the eligibility determination to the parent(s) and, with parental consent, a copy of this documentation to the referring EI Agency. In the event that the parent(s) do not provide consent, the LEA will provide a statement of eligibility determination to the EI agency.

| with evaluation. |

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<th>The New Mexico School for the Deaf will:</th>
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<td>Provide current assessment information to be used in determining eligibility and program options. Support each family in acquiring a comprehensive and current evaluation including audiological prior to transition. NMSD will participate, when invited in transition conferences/meetings and help the team and family consider placement options and adaptations that may be needed.</td>
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<th>New Mexico School for the Blind &amp; Visually Impaired will:</th>
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<td>- Provide current information regarding present levels of performance and relevant assessment information to be used in eligibility determination and programming design.</td>
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Most transition service coordination will be offered to the family as an option. If the parent(s) requests this service, it must be provided in accordance with the Family Infant Toddler Program’s service standards.

Most transition service coordination activities must be documented in the IFSP.

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<td>The Special Education Director (or designee) will conduct the initial IEP meeting no later than 15 days prior to the child’s entry into the preschool program. If a child is determined eligible for services through Part B, and parent intends to enroll child in services through a Part B agency, an IEP will be developed 15 days prior to the determined start date. The Special Education Director (or designee) at the request of the parent must send an invitation to the Part C service coordinator or other representatives of the Part C system including Head Start to assist with the smooth transition services. The Special Education Director (or designee) will provide a copy of the procedural safeguards to the parents. In the case of a child with a hearing loss, even if the hearing loss is not the child’s primary condition, the Communication Considerations for Children with a Hearing Loss IEP addendum MUST be completed by the IEP team to facilitate discussion around the child’s communication needs. NMSD Regional Early Childhood</td>
<td>N/A</td>
<td>New Mexico School for the Blind &amp; Visually Impaired will: * Participate with parent permission on IFSP/IEP team and assist in setting goals and objectives, provide suggestions for environmental modifications and provide recommendations for level of service. * NMSBVI is responsible for determining the Literacy Learning Mode of each transitioning child (Auditory, Tactile, or Visual) and for making recommendations about the recommended literacy mode for the child to the IEP team upon transition, based on: Consideration of Special Factors (from IDEA-2004) The NM School for the Deaf can: Support the local LEA related to Special Considerations for Children who are Deaf or Hard of Hearing as mandated by IDEA. Provide referral to the NMSD</td>
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Consultants are available to IEP teams for support and consultation. LEA will begin Part B services on the date specified on the IEP. Part B Preschool services can begin on the first day of a school year or after the child’s third birthday, or otherwise stated on the IEP.

Outreach School Age Consultation Program to the receiving LEA, Head Start, or other placement agency if placement is other than NMSD preschool.

CONFIDENTIALITY:
Confidentiality of information is required for the protection of children and families. Information shared between agencies will need a signed release by the parent/guardian. Consent to release information may be revoked at any time by the parent/legal guardian. Agencies that are known as Covered Entities will be compliant within the guidelines and regulations set by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

TERM & SIGNATURES:
This agreement is in effect until such time that any provider wishes to modify or cancel the agreement, at which time written notice and explanation must be submitted to all providers with thirty (30) days notice and the transition team must reconvene to discuss modifications to or termination of the agreement. The agreement will be reviewed annually and updated if needed.

IN WITNESS WHEREOF, the following signatures are affixed.

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<th>Agency Name</th>
<th>Person Signing</th>
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<td>Estancia Municipal Schools</td>
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<tr>
<td>Agency Name</td>
<td>Athena M. Ayello</td>
<td>Principal/Spec. Pro. 8/31/16</td>
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<td>Mountainair Public Schools</td>
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<tr>
<td>Agency Name</td>
<td>Laura A. Goodale</td>
<td>Principal/Dir. 8/31/16</td>
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<td>Moriarty-Edgewood Public Schools</td>
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<td>Principal</td>
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<td>Agency Name</td>
<td>Paul A. Faucher</td>
<td>Director of Spec. 8/31/16</td>
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April 2, 2013
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