



Instructions for Signing the

K12 Strong Workforce Program Data Sharing MOU

California Community Colleges Chancellor's Office • Revised July 2026

Where to Find the MOU

- The Chancellor's Office has posted the new K12 SWP MOU on the Resources page on DataVista: [K12 Strong Workforce Program Data Sharing MOU](#)
- Questions? Email DataVista@CCCCO.edu with the subject line **"Seeking Help with the K12 SWP MOU"** and include your contact information and a description of the issue.

Step 1: Download and review the MOU

- Download the MOU, open it, and carefully read through the entire document to understand its contents.
 - To insert information and sign, please use an electronic device to fill out all fields and sign electronically.
 - Although electronically filled MOUs are preferred, hand-filled versions are also accepted. To do so, print the document and hand fill the required fields using black or blue ink.

Step 2: Fill In Required Information

Please complete every field in the MOU and verify that all information is accurate.

Page 1 — Local Education Agency (LEA) Name

- Insert the full name of your Local Education Agency (LEA) in the blank red box in the first paragraph. Refer to the screenshot below for assistance.

	K12 Strong Workforce Program Data Sharing Memorandum of Understanding This data sharing Memorandum of Understanding ("MOU") is entered into by the California Community Colleges Chancellor's Office ("Chancellor's Office") and Insert Name of your LEA here. (referred to below as the "Entity"). This MOU shall be referred to as the "K12 Strong Workforce Program Data Sharing MOU."
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Page 1 — enter your LEA's full name in the highlighted box.

Page 6 — Designated Contact Person(s)

- Input the names, phone numbers, and LEA-issued email addresses for the individual(s) designated as a contact person responsible for:
 - Acting in a liaison capacity throughout the term of the MOU.
 - Overseeing and supervising the security and confidentiality of the data throughout the term of the MOU.
 - If the same person is serving as the contact person for both roles above, enter their information twice.
- **Note: Please provide phone numbers in an XXX-XXX-XXXX format.**

VI. ENTITY RESPONSIBILITIES

- A. The Entity will securely transfer a data set using a Chancellor's Office provided secure tool to the Chancellor's Office solely for the purposes identified, and as authorized, by the terms of this MOU.
- B. The Entity will designate a contact person to be responsible to act in a liaison capacity throughout the term of this MOU.

The Entity will immediately notify all parties in writing of a change in designation. The contact person is:

NAME:
 PHONE:
 EMAIL:



- C. Entity will designate a contact person to be responsible for oversight and supervision of the security and confidentiality of the data throughout the term of this MOU. The Entity will immediately notify all parties in writing of a change in designation. The contact person is:

NAME:
 PHONE:
 EMAIL:



Page 6 — contact person fields.

Page 9 — Your Information and Signature

- Provide your name, title, LEA-issued email address, the date, and your signature.

ENTITY NAME

Signature:

Date:

NAME:
 TITLE:
 EMAIL:



Page 9 — name, title, email, date, and signature block.

Step 3: Sign the MOU

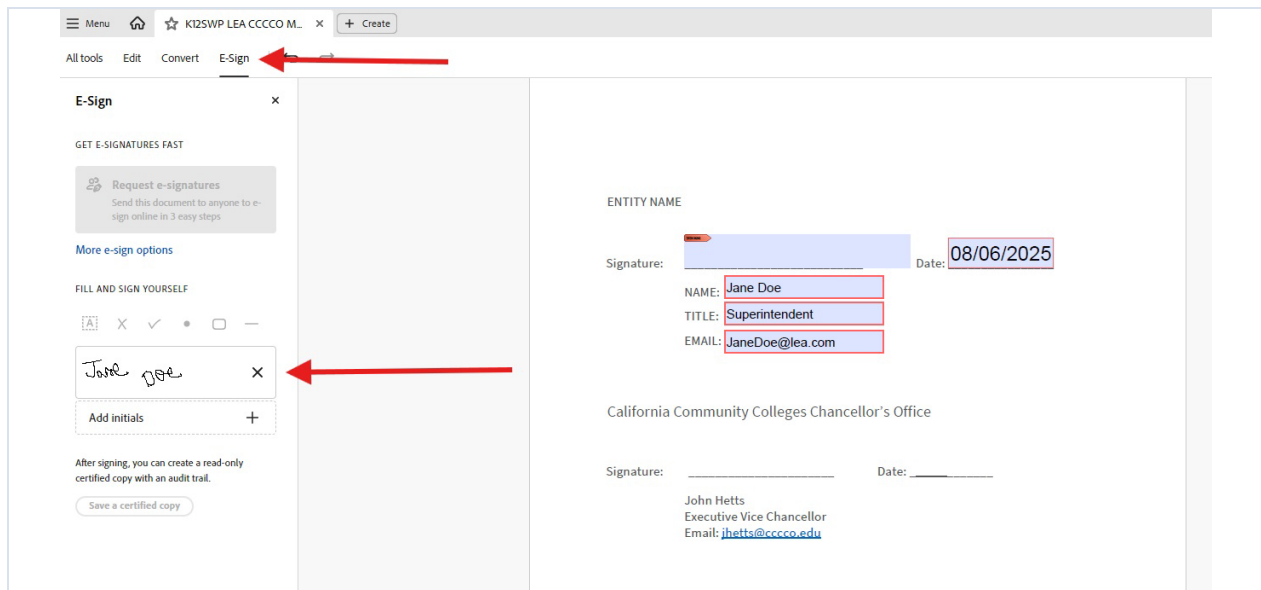
IMPORTANT — Accepted Signature Methods

We are unable to process MOUs with signatures submitted through Adobe Acrobat Sign or DocuSign. The completed MOU must be submitted as a standard, flattened PDF using one of the signing methods below.

Option A: E-Signing by Drawn or Typed Signature

These instructions assume you're using Adobe Acrobat Reader (free) or Acrobat Pro.

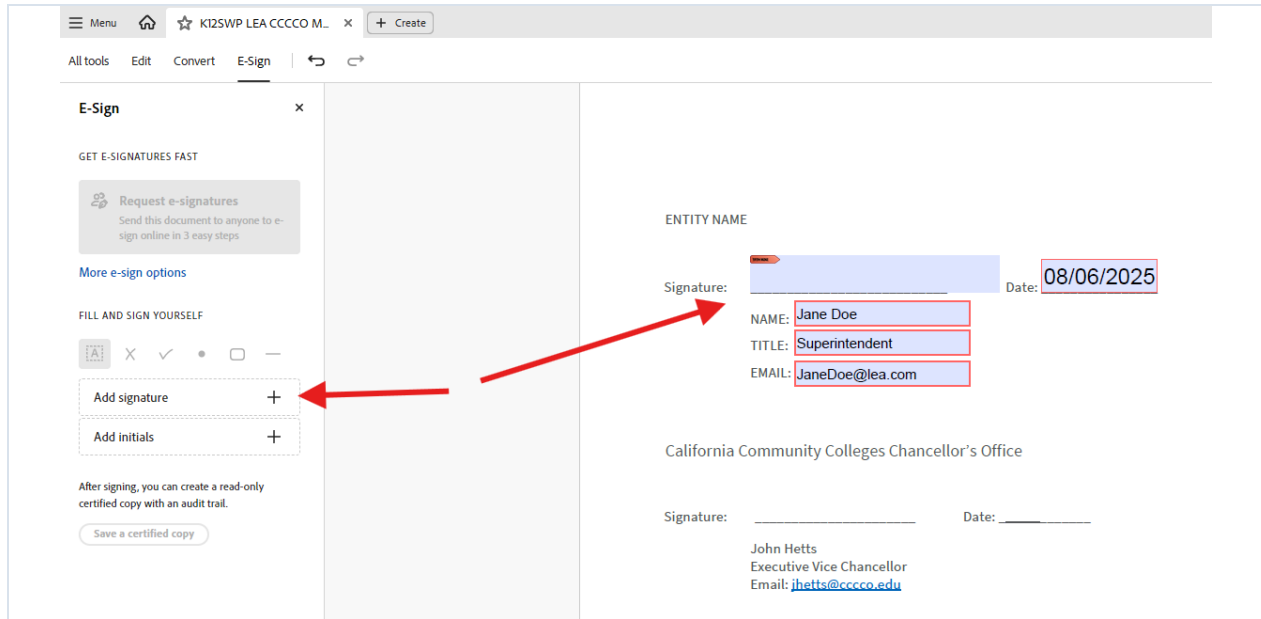
- Please provide your name, title, LEA-issued email address, and the date **BEFORE** signing the document.
- If you have already created an electronic signature in Adobe Acrobat, or wish to sign using your handwriting, select "E-Sign" on the toolbar at the upper left of your screen.



The "E-Sign" tool is located on the upper-left toolbar.

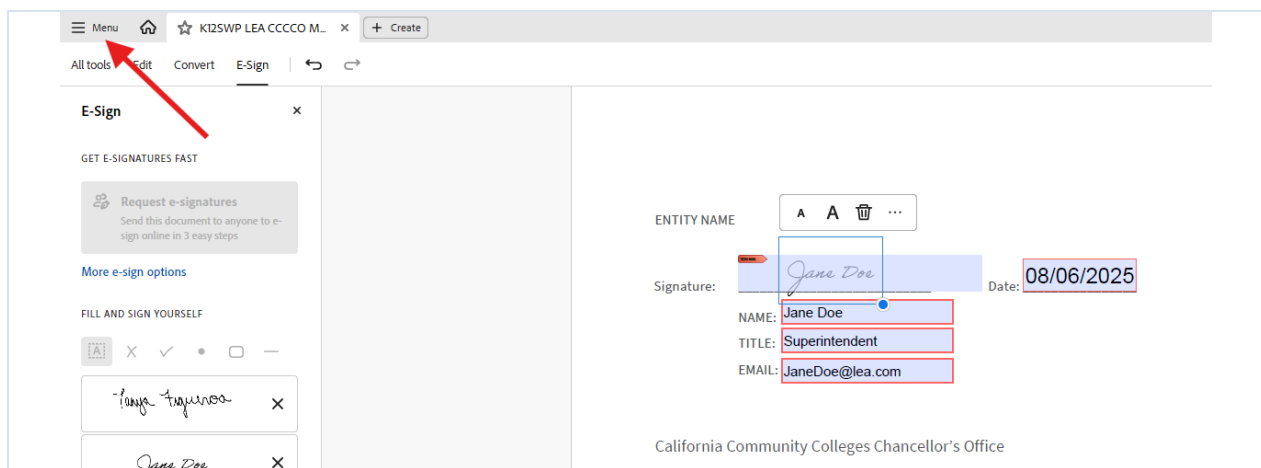
- Click your saved signature and drag it to the Signature Box on **Page 9** of the PDF. Click again to place it.

- If you haven't created a signature yet, click the "+" sign in the "Add signature" window.



Click the "+" icon to create a new signature.

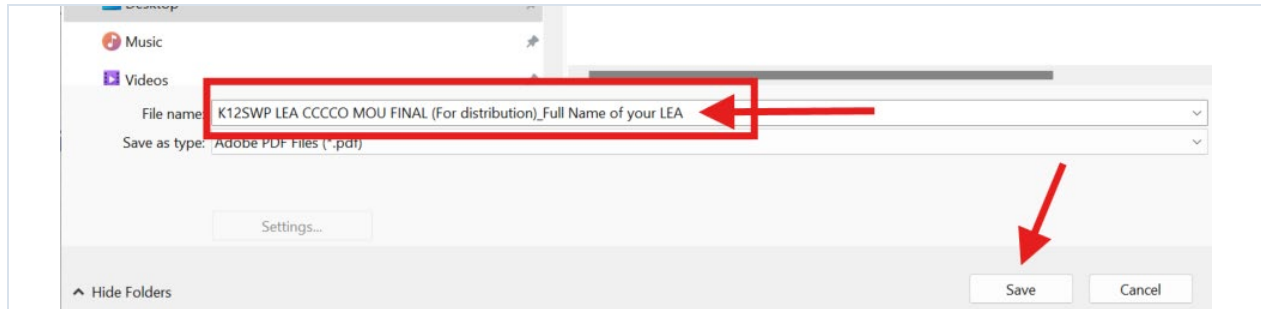
- A pop-up will appear with three options:
 - Type: Enter your name.
 - Draw: Sign using your touch screen.
 - Image: Upload a digital image of your signature (must be saved to your computer first).
- After selecting an option, click "Apply," then drag your signature to the Signature Box on **Page 9** and click again to place it.
- Save the PDF using Shift + Ctrl + S or clicking the "Menu" button in the upper-left corner then selecting "Save as." Refer to screenshot below.



Save the signed PDF via keyboard shortcut or the Menu → Save as.

- Navigate to your save location. Name the file using the convention below, replacing the bracketed text with your LEA's full name: K12 SWP LEA CCCCCO MOU FINAL _ [Full Name of Your LEA]

K12 SWP LEA CCCCCO MOU FINAL _ [Full Name of Your LEA]

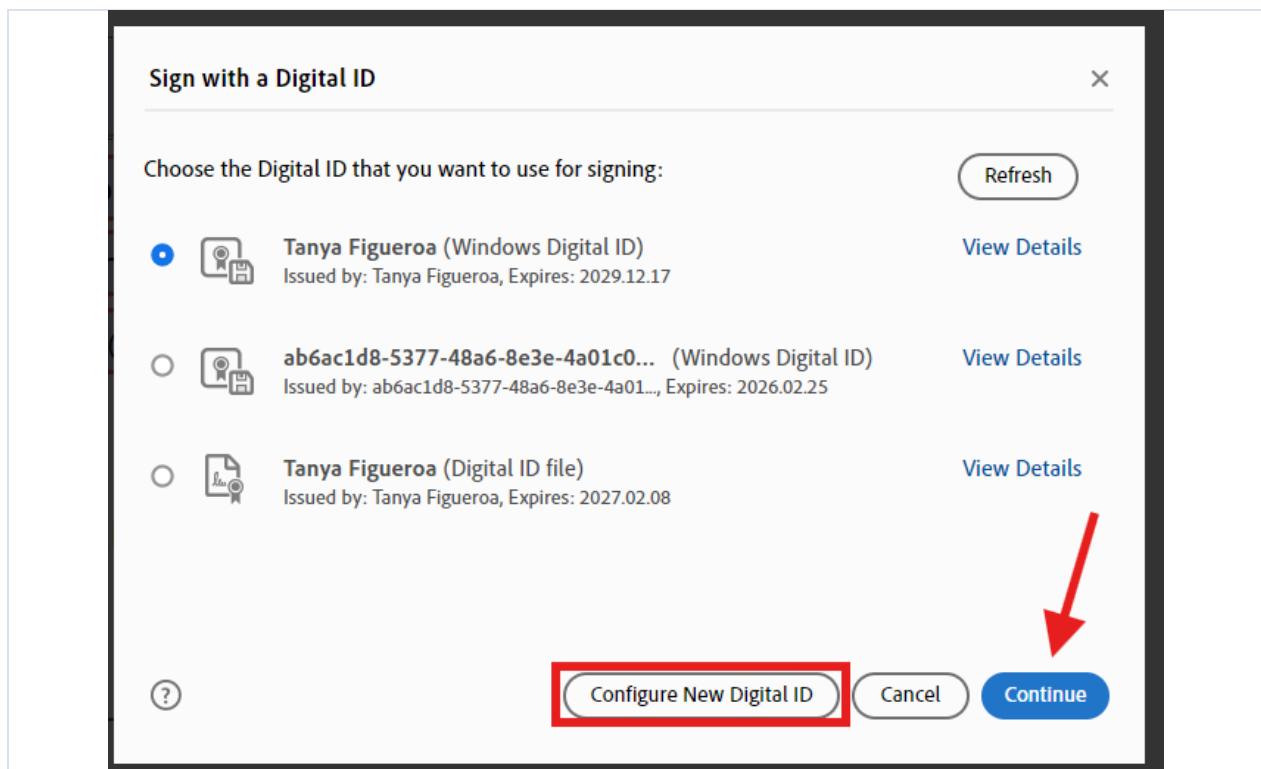


Include your LEA's full name in the saved file name.

Option B: E-Signing by Digital ID

These instructions assume you're using Adobe Acrobat Reader (free) or Acrobat Pro.

- Please provide your name, title, LEA-issued email address, and the date **BEFORE** signing the document.
- Click the Signature Box on **Page 9** of the PDF. Select an option with your full legal name and ensure it is valid (not expired), then click "Continue." If your digital ID is expired or you haven't created one, configure a new one.



Select a valid digital ID, or configure a new one.

- After clicking "Continue," a new popup will appear. Check the "Lock Document after signing" option, then click "Sign."

Check "Lock Document after signing" before clicking "Sign."

- Save the document using the same naming convention shown in Option A above:

K12 SWP LEA CCCC MOU FINAL_**[Full Name of Your LEA]**

Option C: Printed and Hand-Filled MOU

- If printing the document and hand filling the form fields:
 - Scan the printed and signed MOU and, if possible, save it as a PDF.
 - Save the electronic copy using the same naming convention shown above.

Step 4: Submit the MOU

Submit your signed MOU using one of the two methods below.

Option A: K12 SWP MOU Box Folder

- Go to the [K12 SWP MOU Form](#) link.
- Drag and drop the electronic version of the LEA-signed MOU into the Box Drop folder, using the file naming convention: **K12 SWP LEA CCCCCO MOU FINAL _ [Full Name of your LEA]**
- Enter your district-issued email.
- Enter a comment if applicable.
- Read and check the Terms of Service and Privacy Notice, then submit.

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Submit your LEA's Signed K12 SWP MOU

Thank you for sending your LEA's signed MOU!

California Community Colleges Chancellor's Office (CCCCO) Review and Return Process: You will receive a fully executed copy within 60 days provided that all data fields have been completed and the information provided is accurate.

Note: Leaving fillable fields blank or not completing all fields accurately in the MOU may delay processing.

Need help? Please reach out to datavista@cccco.edu for help using "Seeking Help with K12 SWP MOU" as the subject heading.

*** Upload files**
Please be sure that the MOU file that you are uploading has the following naming convention: K12 SWP LEA CCCCCO MOU FINAL_Full Name of your LEA.



Drag and drop files

Select Files

*** Email address**

Enter your email

Enter your district-issued email. Any other email listing will not be accepted.

*** If you have any questions or need to leave a comment regarding the MOU please let us know below.**

Enter a response

☐ By checking this box you agree to Box's [Terms of Service](#) and confirm you have read Box's [Privacy Notice](#).

Submit

The Box Drop upload form.

Option B: Email the MOU to the Chancellor's Office

- **Using your district-issued email**, attach the electronic version of the LEA-signed MOU to an email with the subject heading **K12 Strong Workforce Program Data Sharing MOU_ [LEA NAME]** and send to DataVista@CCCCO.edu.
- You may copy (cc) staff from your LEA who will need a copy of the fully executed MOU.

What Happens After You Submit

- Within a week, you will receive an email confirmation that your LEA's MOU has been received.
- No later than 60 days after the submission date, you (and anyone cc'd on the initial email) will receive a fully executed version of the MOU for your records.

NOTE

Leaving fillable fields blank or not completing all fields accurately may delay processing and require correction and resubmission.

Need More Help?

- If you encounter any issues, please first review the Frequently Asked Questions (FAQ) document to see if it addresses your question.
- If the problem persists, email DataVista@CCCCO.edu with the subject line **"Seeking Help with the K12 SWP MOU"**.