

A Process for Getting Signatures on a 3-Way Interagency Agreement

1. Attached please find a copy of the total agreement. Please print out a hard copy of this, throw away the signature page, and save the text for your permanent records.
2. Today I am sending County B-3 representative x number of signature pages, one each for a specific school district in the county. B-3 representative will sign all copies and have the county administrator sign, then sent them all to the Head Start representative.
3. Head Start representative will sign and have his/her director sign all copies. He/she will then send the signed sheets to the corresponding schools – special education director / designee.
4. Special education director / designees sign this form and take it to your administrator (along with the 2-page agreement) for the signature. When you have done so, keep one copy for your records and make 2 additional copies. Send one copy to the Head Start representative and one copy back to the B-3 representative. As they receive them, they can attach each signature page to their document and have a completed interagency agreement.

For everyone's reference for mailing, the addresses for the schools, Head Start and the Birth-3 county representative

"While this seems cumbersome, I think it's the most efficient way to get signatures from very busy people. The goal is to have this process completed before school ends – all returned to _____ by _____.

Submitted by:

Gaye Tylka, Early Education Director

Cooperative Educational Service Agency (CESA) 4

923 East Garland

West Salem, WI 54669

gtylka@cesa4.k12.wi.us

Office: 608-786-4844

Cell: 608-317-4421

FAX: 608-786-4801