

DCPS Partnerships Success Guide for Schools

I'M LOOKING FOR A NEW PARTNER, WHERE DO I START?

- Reflect on existing school partnerships. Where are there gaps? How could new partnerships support your school's goals?
Tip: Review current partners in your [Partnerships database school profile](#)
- Explore partner opportunities on the [DCPS Partnerships database](#)
Tip: Email DCPS.Partnerships@k12.dc.gov for access
- Reach out to the partner(s) of interest to discuss program offerings and alignment with DCPS and school goals
Tip: Use the [School Partnerships Toolkit](#) for guidance on finding a good match
Tip: Connect with the relevant Central Services content teams to ensure alignment with district goals and program quality.

I'VE PICKED MY PARTNER, WHAT DO I DO NEXT?

4-6 months before programming begins: Partner starts the DCPS partner agreement process


- Confirm the partner is registered in the [DCPS Partnerships database](#).
 - **Partner is not registered?** Ask them to [register in the database](#).
- Confirm the partner has a valid DCPS agreement.
 - **Partner is charging your school directly?** Begin the procurement process in [PASS](#).
 - **Free partner**?** [Begin Memorandum of Agreement \(MOA\) process](#). This can take **90+ days** so please plan accordingly.

*This includes any partner that is not charging your school directly (e.g. grant- and/or PTA-funded partners or partners who charge families)

1-2 months before programming begins: Set partner goals and review relevant policies

- Set measurable goals for the school year with your partner and make progress monitoring plan
Tip: Use [Comprehensive School Plans \(CSP\)](#) to anchor goal-setting
- Review relevant school and DCPS policies with partner (e.g., DCPS clearance requirements, school emergency response and incident reporting procedures)
- Include partner staff in school communications, particularly around school schedule, staff procedures, or school events
- Invite partners to relevant school trainings

2-4 weeks before programming begins: Confirm partner has completed all steps of DCPS partnerships process

- Confirm MOA or Purchase Order (PO) is in place
- Confirm all staff and volunteers have valid [DCPS clearances](#)
- Confirm partner has a fully executed [Facilities Use Agreement](#) (if operating outside of regular instructional hours)
Tip: Review the [Partner Readiness Checklist](#) in the upper right with your partner 

PROGRAMMING HAS BEGUN. WHAT NOW?

Ongoing throughout partnership

- Include partners on regular school communication, events, and schedule changes
- Schedule quarterly check-ins with partners and review goals and program data
- Invite partners to any relevant PD opportunities
- Check new partner staff/volunteer clearances
- Report any partner incidents or concerns to the DCPS Partnerships team

Annually

- Complete your [annual partnerships database update](#) to track partners operating in your building. [See here](#) for a video on how to complete your update.

PARTNER READINESS CHECKLIST

- Confirm the partner has a valid DCPS agreement (a PO issued by the Contracting Officer or MOA signed by the Chancellor).
- Confirm all staff and volunteers are cleared by DCPS before they begin services.
- Confirm partner has a fully executed [Facilities Use Agreement](#) (if program runs outside of regular instructional hours) with the Department of General Services.



If you cannot confirm all three items above, the partner cannot begin services.

- Train partner on school emergency procedures.
- Add partner to school communication.
- Meet with partner and establish goals and expectations for programming.

PARTNERSHIP RESOURCES

- [DCPS Partnerships Database](#)
- [DCPS Partnership Toolkit](#)
- [Partnership Quick Guide](#)

CONTACT

-  dcps.partnerships@k12.dc.gov
-  www.dcpspartnerships.com

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