

## Cal-PASS forms package instructions and checklist

Download the Cal-PASS forms file from the website. This file contains the MOU pkg.doc and the county share list(s) appropriate for your consortium. The MOU pkg.doc contains the following four sections:

1. Letter of Intent template (page 1)
2. Memorandum of Understanding (MOU) (pages 2 – 5)
3. Contact Form (page 6)
4. Share list cover (pages 7 and 8)

These documents contain all the forms necessary for joining Cal-PASS.

Use the checklist below to ensure that the package is complete and mail the completed package to:

Dr. Brad Phillips  
2236 Encinitas Blvd., Suite H  
Encinitas, CA 92024

**Letter of Intent:**

Letter is on District/Institution letterhead.  
Letter must be signed.

**Memorandum of Understanding (MOU):**

Section 11 (Joinder of Parties) must be completed and document must be signed.

**Contact Form:**

Program Contact and IT Contact sections must be completed.

**Share List Cover:**

Designate either “All partners listed on attached list.” (*This option requires just one box be checked and share list(s) for the appropriate county/ies attached*),

OR

“Only those partners designated on the attached list.” (*This option requires the box for each data-sharing partner on the attached county share list(s) be checked*).

Share List Cover is signed.

**Share Lists for each county in which you have partner institutions.**