

## **MEMORANDUM OF UNDERSTANDING Between Lubbock ISD and Lubbock County**

This Memorandum of Understanding (MOU) is entered into on August 1, 2025, by and between Lubbock Independent School District (hereinafter referred to as "School District") and Lubbock County, through the Office of Dispute Resolution department (hereinafter referred to as "ODR"), to establish the roles and responsibilities of each party in addressing truancy cases referred from the court system.

### **I. Purpose**

The purpose of this MOU is to ensure a collaborative, effective, and efficient process for addressing truancy cases through the coordinated efforts of the School District and ODR. This agreement sets forth each party's responsibilities, establishes a two-way communication process, and ensures the release of educational records with parental consent to support the resolution of truancy cases.

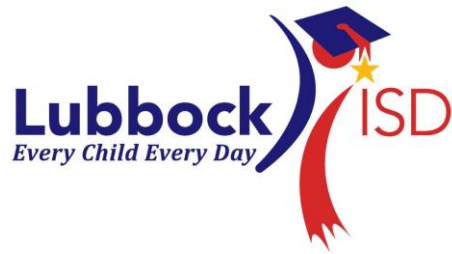
### **II. Roles and Responsibilities**

#### **A. School District Responsibilities:**

1. Identify and refer students with truancy issues, including students identified as homeless, to the ODR for intervention and resolution.
2. Provide timely and accurate student educational records relevant to truancy cases upon receipt of appropriate parental consent.
3. Designate a school liaison, feeder pattern attendance officer, or feeder pattern social worker as the primary point of contact for communication with the ODR.
4. Collaborate with the ODR to develop and implement strategies and interventions for truancy prevention.
5. Participate in periodic meetings with ODR to evaluate case progress and program effectiveness.
6. Provide training for ODR staff and mediators, as needed.

#### **B. Office of Dispute Resolution Responsibilities:**

1. Receive truancy referrals from the courts and engage students and families in dispute resolution processes.
2. Facilitate communication between the School District, students, families, and court representatives to address truancy issues.
3. Maintain confidentiality and handle student records in compliance with FERPA and other applicable laws.
4. Provide feedback and recommendations to the School District regarding individual cases and overall truancy intervention strategies.



5. Designate a representative to serve as the primary point of contact for the School District.
6. Provide training for School District Personnel, as needed.

### III. Two-Way Communication

- A. Both parties shall ensure timely and ongoing communication to support the resolution of truancy cases.
- B. Regular meetings will be held [frequency, e.g., monthly] to review case status, address challenges, and modify strategies as needed.
- C. Email, phone calls, and secure digital platforms will be used for routine communication, with urgent matters handled immediately via phone.

### IV. Release of Educational Records

- A. The School District shall provide the ODR with relevant student educational records upon receiving written parental consent in compliance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.
- B. The ODR agrees to handle and store student records securely and use the records only to resolve truancy cases.

### V. Term and Termination

- A. This MOU will remain in effect from August 1, 2025, to July 31, 2026, with the option for annual renewal by mutual agreement.
- B. Either party may terminate this MOU with 30 days written notice to the other party.

### VI. Amendments

Any amendments to this MOU must be made in writing and signed by both parties.

### VII. Signatures

\_\_\_\_\_  
Signature: Dr. Kathy Rollo  
Title: Superintendent of Lubbock Independent School District

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature: Honorable Curtis Parrish  
Title: County Judge

Date: \_\_\_\_\_