



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

WE ARE WASHINGTON
GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

DC PUBLIC SCHOOLS

POLICY PALOOZA

*Part 1: Becoming a DCPS School Program
Provider*

DCPS Partnerships Team
July 2026

Agenda

I. Objectives

- II. DCPS Partnerships Team
- III. Requirements for School Program Providers
- IV. Systems and Resources
- V. Policy Palooza Part 2 Preview
- VI. DCPS Partnerships Team Contact Information
- VII. Q&A



Today's Objectives

During today's session, we will:

- ✓ Discuss how DCPS works with partners
- ✓ Share requirements for School Program Providers
- ✓ Review systems and resources
- ✓ Answer any outstanding questions

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VI. DCPS Partnerships Team Contact Information

VII. Q&A

Office of External Affairs: Partnerships Team

Builds the capacity of school administrators, educators, and Central Services to effectively leverage partnerships so that schools, partners, and DCPS Central Services can maximize their collective impact on core organizational goals and priorities.



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External Affairs**



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CAPITAL COMMITMENT

2023-2028



CAPITAL COMMITMENT

2023-2028

ONE

EQUITY IMPERATIVE:

All DCPS students have access to the **tools, support, and resources** they need to succeed.

TWO

COMMITMENTS:

Value our people.
Partner with our community.

THREE

STRATEGIC PRIORITIES:



SUCCEEDING
ACADEMICALLY



CONNECTED
TO SCHOOLS



PREPARED FOR
WHAT'S NEXT

CAPITAL COMMITMENT

2023-2028



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Agenda

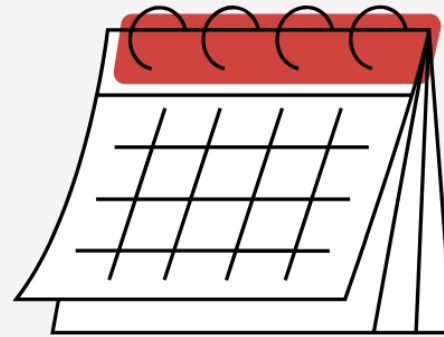
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What is a School Program Provider?

An SPP is an organization that...



Provides its own
programming to
DCPS students



Works with
students 3+ times
per school year



Is NOT a health or
mental health
provider*

*Groups that provide health services or screenings (including physical/mental health or programs for expectant/parenting students) have a separate application process

What is a School Program Provider?

Examples of SPPs include...



- Tutoring programs
- Mentoring programs
- Dance class providers
- Aftercare providers



- Field trip opportunities
- Volunteer groups
- Dental health providers
- Curriculum vendors

Requirements for School Program Providers



Register as an SPP in the Partnerships Database



Partner with a school or Central Services Team



Obtain a formal agreement (MOA, PO, or contract) with DCPS



Have all staff and volunteers cleared by DCPS (no other clearances are sufficient, including DCHR)



Enter into a Facilities Use Agreement with the Department of General Services (DGS) *(if using a DCPS facility outside of regular hours) **



Obtain an annual donation agreement *(if providing free programming)**

*Step 5 and Step 6 are only required if operating outside of regular school hours or providing free programming, respectively.

Partnerships Preparedness Checklist

- ☐ I am a registered School Program Provider.
- ☐ I have partnered with a school(s).
- ☐ I have an active agreement with DCPS (Purchase Order or Memorandum of Agreement).
- ☐ All of my staff and volunteers have been cleared by the DCPS Clearance Office.
- ☐ (If working in DCPS building) I have a Facilities Use Agreement with the Department of General Services for the school(s) in which I'll be operating.
- ☐ (If providing free programming to DCPS) I have a donations agreement with DCPS.

Visit dcpspartnerships.com to see all available resources for SPPs.

WHERE DO I START?

There are a number of steps required to become a DCPS Partner depending on what type of programming you provide and how you provide it to the district. We understand it can be confusing to know where to start! Answer these questions for more information on where to begin.





STEP 1

Register as a School Program Provider

1. Register as a School Program Provider (SPP)

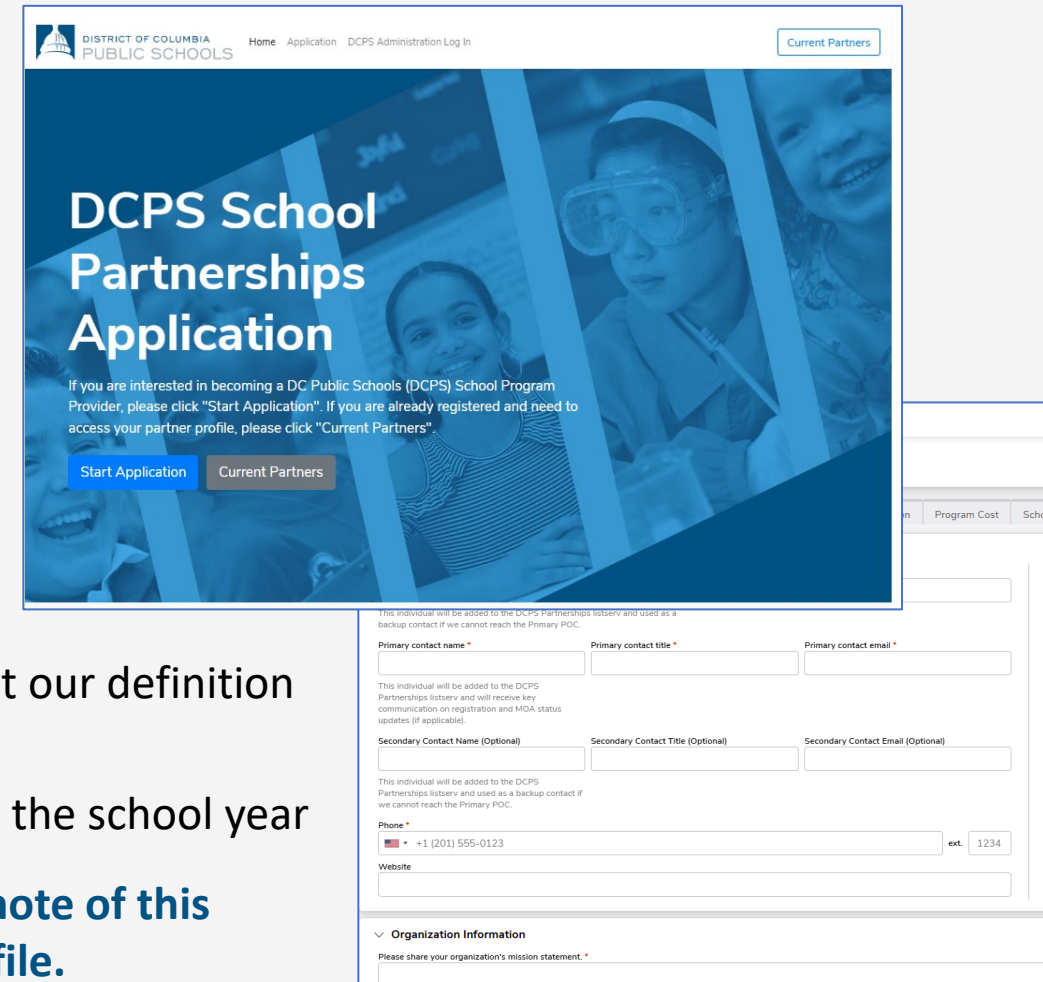
Why do organizations need to register as SPPs?

- Provides opportunity for SPPs to share information about their program with schools
- Ensures all SPPs are aware of DCPS policies and requirements (clearances, insurance, etc.) each year
- Allows schools to search for and keep record of partnerships

How does the registration process work?

- SPPs register online through the [DCPS Partnerships database](#)
- Applications are reviewed monthly to ensure organizations meet our definition of an SPP and are aligned with our [DCPS mission and values](#)
- SPPs need to re-confirm their registration each summer prior to the school year

NOTE: After registering, you will receive a Partner ID. Please take note of this number as it will allow you to access and update your partner profile.



The image shows a screenshot of the DCPS School Partnerships Application page. The top navigation bar includes the DCPS logo, links for Home, Application, and DCPS Administration Log In, and a 'Current Partners' button. The main heading is 'DCPS School Partnerships Application'. Below the heading, a message states: 'If you are interested in becoming a DC Public Schools (DCPS) School Program Provider, please click "Start Application". If you are already registered and need to access your partner profile, please click "Current Partners".' There are two buttons: 'Start Application' (blue) and 'Current Partners' (grey). Below this is a registration form. The form includes fields for 'Primary contact name', 'Primary contact title', and 'Primary contact email'. A note states: 'This individual will be added to the DCPS Partnerships listserv and used as a backup contact if we cannot reach the Primary POC.' Below these are fields for 'Secondary Contact Name (Optional)', 'Secondary Contact Title (Optional)', and 'Secondary Contact Email (Optional)'. Another note states: 'This individual will be added to the DCPS Partnerships listserv and used as a backup contact if we cannot reach the Primary POC.' The form also includes fields for 'Phone' (with a dropdown for country code and a text field for the number) and 'Website'. At the bottom, there is a section for 'Organization Information' with a dropdown arrow and a text field for 'Please share your organization's mission statement.'.

POP QUIZ!

True or False?

An organization providing health or mental health services is considered a School Program Provider.



True



False

POP QUIZ!

True or False?

An organization providing health or mental health services is considered a School Program Provider.

FALSE

Organizations that provide health or mental health services must complete a separate vetting process through the Health Services or School Mental Health team and should not register as an SPP.



STEP 2

Partner with a school or Central Services team

2. Partner with a School or Central Services Team

- **Reach out to a school that is in your neighborhood.** One of the best introductions you can make with a school is to show your connection to the community.
- **Email principals** in schools with whom you are interested in partnering to discuss your program and its benefits to students. Review the school's [Comprehensive School Plan \(CSP\)](#) to learn more about their school-specific priorities for the year.
- **Reach out to the Partnerships Team** to see if there are any specific needs that your programming may address.
- **Contact the relevant Central Services content team** and demonstrate how your program is aligned with [DCPS' strategic priorities](#).

Check out our website for more guidance and resources for developing a partnership:
www.dcpspartnerships.com/partner



STEP 3

Obtain a formal agreement with DCPS

3. Obtain a Formal Agreement with DCPS

Agreements formalize important aspects of your organization's partnership with DCPS.

MEMORANDUM OF AGREEMENT (MOA)

- For SPPs not charging DCPS for services
 - Programs that are being paid for by a PTO/PTA and not directly by a school also require an MOA with DCPS
- Must be between DCPS and the partner, not the partners and the schools
- Must be signed by the Chancellor, not a school principal
- Includes insurance requirements which must be fulfilled before signing the MOA

PURCHASE ORDER (PO) / CONTRACT

- For School Program Providers who are receiving funding from DCPS for their services
- Typically managed by the school or Central Services program team and issued by the Office of Contracts and Acquisitions (OCA)
- Requirements vary based on the cost of services
- Vendors must be registered in the DC Vendor Portal

See our website for guidance on registering as a DC vendor!

3. Obtain a Formal Agreement with DCPS

Principals are not allowed to sign agreements. They must be signed by the Chancellor or Contracting Officer.



3.1 Agreements – How can I check if I have a valid one?

Memorandum of Agreement (MOA)

- Registered SPPs can check their agreement status in their profile in the Partnerships database or by emailing DCPS.Partnerships@k12.dc.gov
- If your agreement is with another Central Services team, please check with the relevant point of contact

reactivating your profile.

Agreement Status

Active MOA on File

MOA Expiration Date

08-01-2026

In addition to being registered in the DCPS Partnerships database, all School Program Providers MUST have an ACTIVE agreement (purchase order or MOA) in place with DCPS BEFORE programming can begin.

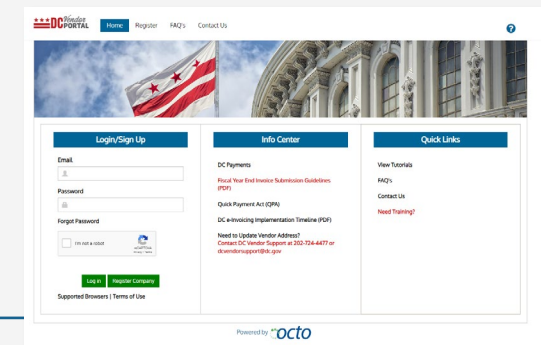
If you have begun the MOA process, the details on the status of your agreement can be seen below. If you need to begin the process, click "Request New MOA". If you have an MOA and need to request a copy, click "Request a copy of MOA".

Request a copy of MOA

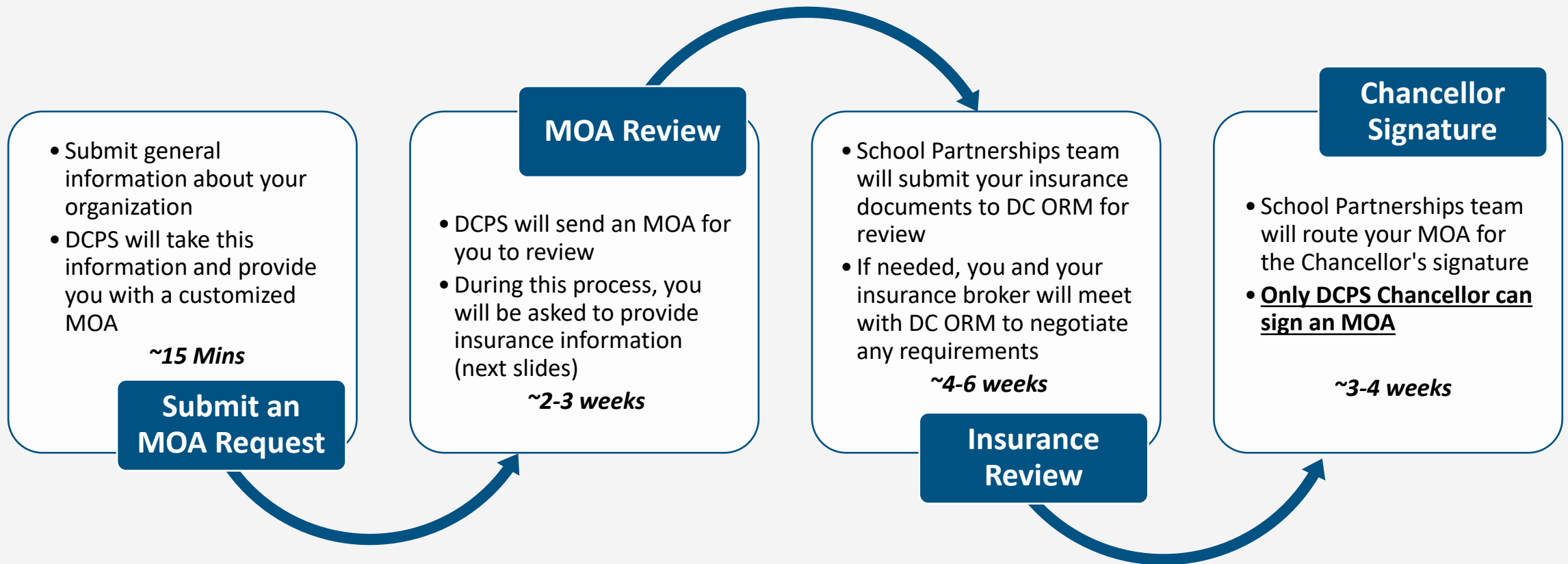
Request new MOA

Purchase Order (PO)/Contract

- Log in to your profile on the [DC Vendor Portal](#)
- Unlike MOAs, POs expire at the end of each fiscal year (9/30/XX)
- Reach out to your school or Central Services point of contact for information
- POs are managed by the DCPS Office of Contracts and Acquisitions (dcpsoca.inquiries@k12.dc.gov)



3.2 Agreements – MOA Timeline



3.2 Agreements – MOA Timeline

MOAs can take upwards of 90 days to finalize. If your MOA is set to expire soon, please begin the renewal process as soon as possible!



3.3 Agreements – MOA Insurance Requirements

The DC Office of Risk Management (DC ORM) will determine insurance requirements based on your organization and the details of your programming. These requirements can vary, but typically include:

- Commercial General Liability Insurance
- Automobile Insurance (if applicable)
- Workers' Compensation/Employer's Liability (if applicable)
- Cyber Liability Insurance (if applicable)
- Umbrella/Excess Liability Insurance
- Sexual Abuse and Molestation (SAM) Insurance

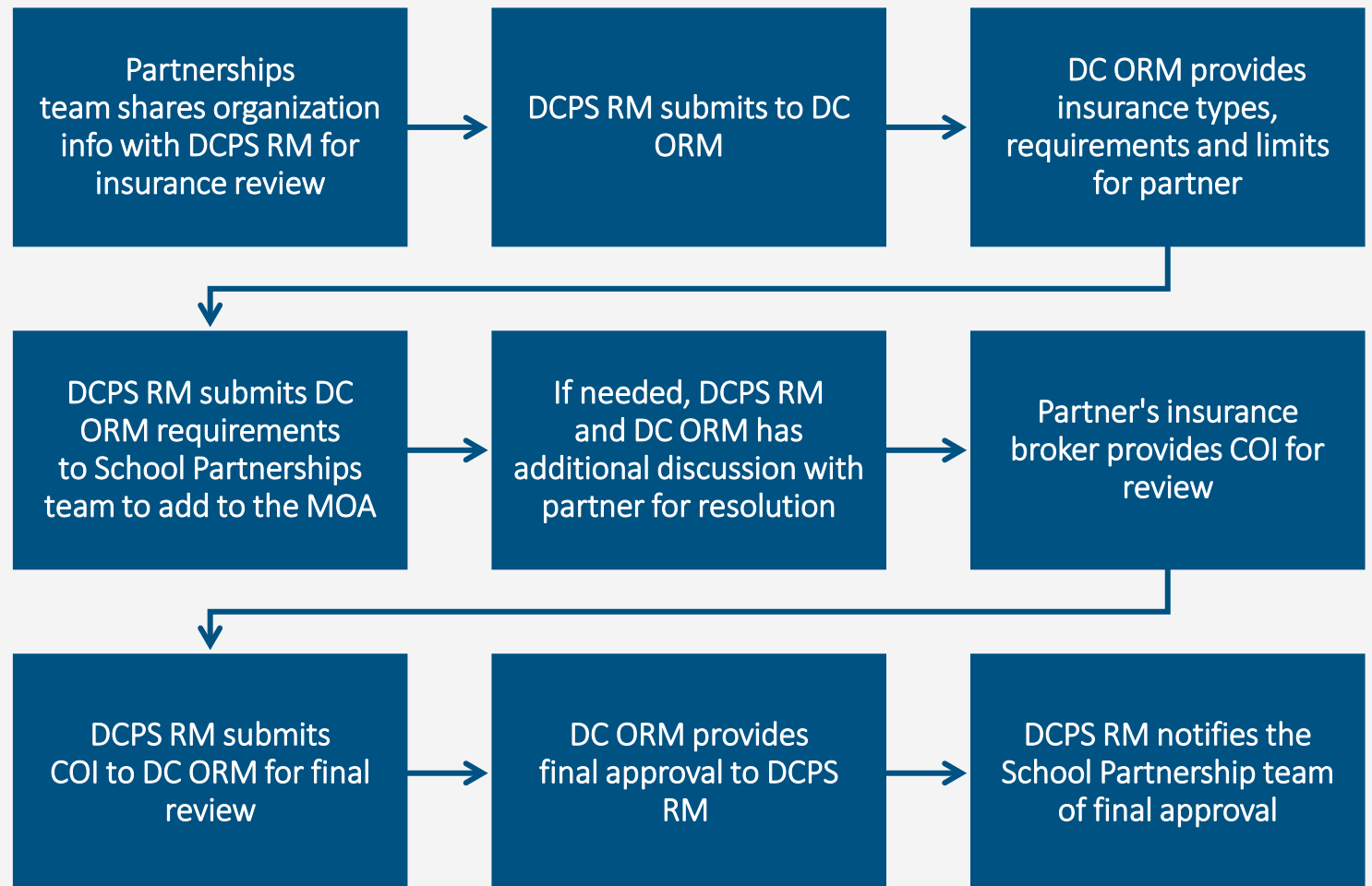
Please note: DCPS does not determine these requirements. Any insurance negotiations must be done through DC ORM. DCPS cannot finalize your agreement before DC ORM confirms all insurance requirements have been met.

3.4 Agreements – MOA Insurance Review Process

This phase involves several steps and requires cross-agency collaboration.

Please work closely with your insurance broker to ensure you are submitting **all** requested documents to avoid delays.

For Learn24 Grantees: When requesting an MOA with DCPS, please share the following:
1) your current COI and 2) the email confirmation from Learn24 of insurance compliance to expedite the review process.



POP QUIZ!

True or False?

The principal at the school in which I'm providing programming should sign my DCPS MOA.



True



False

POP QUIZ!

True or False?

The principal at the school in which I'm providing programming should sign my DCPS MOA.

FALSE

Principals are not allowed to sign agreements with SPPs. They must be signed off by the Chancellor (MOA) or Contracting Officer (Purchase Order/Contract).



STEP 4

Have all staff and
volunteers cleared by DCPS

4. DCPS Clearance Process - Overview

DCPS requires all individuals providing services, whether **in-person or virtually**, to complete the **DCPS Clearance** process **PRIOR** to providing services.

- Cleared individuals will receive a DCPS Clearance Letter, which should be kept for their records and provided to their program contact
- **DCPS clearances are valid for 2 years**
- DCPS **does NOT** accept clearances from any other jurisdiction or agency, including DCHR

4. DCPS Clearance Process – Overview Cont'd

Submitting the DCPS
clearance application
will initiate these two
checks

Screening	Contractor / Program Provider	Volunteer, (Unsupervised / Supervised)
Fingerprints*	✓	✓
TB Test*	<i>If needed</i>	<i>If needed</i>
SOR check	✓	✓
Drug test*	✓	X

* Requires an additional step be taken by the applicant to complete

Click here!

[DCPS Clearance Application](#)

4.1 Steps for Completing DCPS Clearance Process – Contractors/Providers

Definition: Individuals providing services to DCPS students, schools, and/or offices and receiving compensation for said services, either by DCPS or through a partner organization

1. Submit your DCPS Clearance Application

- This application initiates multiple components including:
 - TB Risk Assessment (*If required, you will receive a separate email on how to complete the TB test*)
 - Sex Offender Registry Screening
- **SOR Results: 3-5 business days**

2. Set up your Application Station Account*

- Within 1-2 days of submitting your application, you will receive an email to complete Application Station intake forms. **These forms must be complete before you schedule your FieldPrint appointment.**
- Step-by-step instructions can be found [on our website](#).
- **Estimated Time: 1-2 business days**

4. Complete Fingerprinting appointment through FieldPrint

- Complete fingerprinting at your scheduled FieldPrint location
- Detailed information on that process can be [found here](#)
- **Results: 3-5 business days**

4. Complete the Mandatory Drug and Alcohol Testing (MDAT) Screening

- All contractors/program provider employees with possible unsupervised interaction with students for ten or more minutes must complete and pass a drug and alcohol screening
- DCPS tests on a urinalysis 4 Panel Drug Screen: Amphetamines, Cocaine, Opiates, and PCP.
- Please [see our website](#) for more information on scheduling your drug test.
- *Note: Any Contractor renewing clearances without a lapse in service will not undergo this MDAT screening*
- **Results: 7-10 business days**

4.2 Steps for Completing DCPS Clearance Process – Volunteers, Supervised/Unsupervised

Definition: Individuals who are not compensated for their work with DCPS either by DCPS or by a partner organization

1. Submit your [DCPS Clearance Application](#)

- This application now initiates multiple components including:
 - TB Risk Assessment (*If required, you will receive a separate email on how to complete the TB test*)
 - Sex Offender Registry Screening
- **SOR Results: 3-5 business days**

2. Set up your Application Station Account*

- Within 1-2 days of submitting your application, you will receive an email to complete Application Station intake forms. **These forms must be complete before you schedule your FieldPrint appointment.**
- Step-by-step instructions can be found [on our website.](#)
- **Estimated Time: 1-2 business days**

3. Complete Fingerprinting appointment through FieldPrint

- Complete fingerprinting at your scheduled FieldPrint location
- Detailed information on that process can be [found here](#)
- **Fingerprint Results: 3-5 business days**

4.3 DCPS Clearance Process Tips and Tricks

Use the following information to help your employees/volunteers through the process.

- ✓ **Maintain a tracker of all your staff/volunteers DCPS clearances.** Collect and track individuals' DCPS clearance letters so that you know they are cleared and when they will have to renew.
- ✓ **Include your organization's contact information.** Instruct staff/volunteers to list your organization's e-mail as the secondary point of contact on their clearance applications.
- ✓ **Check individuals' clearance application status with the DCPS Clearance Team (DCPS.Clearance@k12.dc.gov).** If you reach out to the DCPS Clearance Team, please:
 - Ensure you have confirmed that the individual has submitted their application by asking them to forward their confirmation email.
 - Include the individual's full name and EITHER:
 - The last 4 digits of their social security number, or
 - Their birthday

4. DCPS Clearance Process - Overview

Partners MUST ensure that all staff and volunteers have valid DCPS clearances for the duration of their services.

**FAILURE TO ENFORCE THIS REQUIREMENT COULD RESULT IN
PROGRAM DISRUPTIONS OR MOA TERMINATION.**





STEP 5

Enter into a Building Use Agreement with DGS
(if operating outside of regular school hours)

5. Building Use Agreements (BUA)

All SPPs using DCPS space outside of regular school hours must submit an Application to Use Facilities to the Department of General Services (DGS) Realty Office at least 20 business days before use.

- Applications must be **signed by the principal**.
- Applications should be emailed to Realty.Applications@dc.gov by the requesting organization. Please copy DCPS.BUA@k12.dc.gov when you submit your initial application to DGS.
- DGS will ask for a Certificate of Insurance (COI) with DC Government listed as the insured.
- SPPs might be charged fees for rent, security and/or custodial overtime.
- Applications are due **20 days prior** to the start of programming.



Visit
dcpspartnerships.com/facilities-use-agreement
for more information.

5.1 Facilities Use Agreement Process Updates

- 1) **The Application for Facilities Use is now a fillable PDF.** This must be signed by the principal and submitted to the DGS Realty Office.
- 2) **After school (3:00-5:59 p.m.) field requests must be submitted via RecTrac.**
The late permit window for Fall 2026 is August 3 – August 10.
- 3) **Applicable fee payments must be made online via RecTrac.** DGS created profiles for anyone who previously received a BUA. Please check your e-mail for next steps.

Questions about your BUA application: realty.applications@dc.gov

Questions about RecTrac/Field Requests: permits.dcps@k12.dc.gov



Visit
<https://dgs.dc.gov/page/permits-and-reservations>
for more information.



STEP 6

Obtain an annual donation agreement *(if providing free programming)*

6. DCPS Donations Process (free programs only)

Organizations providing free programming to DCPS must report their donations each year as dictated by the Mayor's Office. SPPs will receive a reminder to do so each summer ahead of the school year.

1. Review the [Mayor's Memorandum on Donations and Gifts](#) to confirm no conflict of interest.
2. Submit information about your donation to this quick [online form](#).
3. DCPS Partnerships team will submit donation information to ServeDC in the Mayor's Office for review and approval.
4. You will receive the donation agreement via AdobeSign for signature.

See more on the DCPS donation process at
dcpspartnerships.com/donations

POP QUIZ!

True or False?

If you have a clearance from DCHR, you do not also need to complete the DCPS Clearance process.



True



False

POP QUIZ!

True or False?

If you have a clearance from DCHR, you do not also need to complete the DCPS Clearance process.

FALSE

All providers and volunteers **MUST** be cleared through the DCPS Clearance process. No other clearances will be accepted.

Screenshot
this page for
reference!

OVERVIEW OF DCPS SCHOOL PROGRAM PROVIDER REQUIREMENTS

STEP		WHEN IS IT REQUIRED?	RENEWAL	RESOURCE	POINT OF CONTACT
	Register as School Program Provider	Always	Annually: You will be asked to reconfirm your registration before each school year.	dcpspartnerships.com/register	DCPS.Partnerships@k12.dc.gov
	Partner with a school or Central Services team	Always	Annually: You should confirm each school year that the school or Central Services team would like to continue the partnership.	dcpspartnerships.com/partner	School or Central Services POC
	Obtain a formal agreement with DCPS	Always	Purchase Order (PO): Expires at the end of each fiscal year (9/30/XX), unless stated otherwise. Memorandum of Agreement (MOA): 5 years, unless stated otherwise.	dcpspartnerships.com/register	DCPS.Partnerships@k12.dc.gov
	Have all staff and volunteers cleared by DCPS	Always	Every two years: DCPS clearances are valid for 2 years.	dcpspartnerships.com/clearances	DCPS.Clearance@k12.dc.gov
	Enter into a Building Use Agreement with DGS	If operating outside of regular school hours	Annually, unless stated otherwise.	dcpspartnerships.com/facilities-use-agreement	Realty.Applications@dc.gov
	Obtain an annual donation agreement	If providing free services or materials	Annually, unless stated otherwise.	dcpspartnerships.com/donations	DCPS.Partnerships@k12.dc.gov

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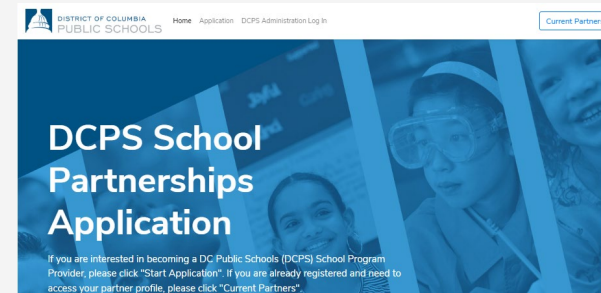
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Systems and Resources



DCPS Partnerships Website
DCPSPartnerships.com

- Explore information about partnership and donations policies and resources



School Partnerships Database

- Update your profile
- View your partner agreement status



School Partnership Toolkit

- Norm with your school on important school-level aspects of your partnership



DCPS Resources for Partners

- Find links to these and additional resources/trainings on our website.
- *Let us know what else you'd like to see!*

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Policy Palooza Part 2 – July 16

Please join us again tomorrow (July 16 at 12pm ET) for the **required** Part 2 of this training.

- **How do I register?** Use [this link](#) to register for the webinar.
- **What if I can't make it?** A recording of the training will be available after on our website.
- **For who?** Required for both **new and returning** partners
- **What will it cover?** We will review key policies and requirements around student safety, equitable access to programming, and media and events, including:
 - Mandated reporter training
 - Incident reporting protocol
 - DCPS field trip policy
 - Accommodation requests
 - Language access services
 - OSSE licensure process
 - Hosting events at a DCPS school

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Keep in touch!

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DCPS Field Trips

DCPS.field-trips@k12.dc.gov

DC Vendor Portal Support

If you have any technical difficulties using the Vendor Portal or uploading an invoice, please contact the DC Vendor Portal Help Desk at (202) 724-4477 or [DC Vendor Portal Contact Us.](#)

Questions?

