

Dear Foreign Exchange Agency Representatives,

Utah code 53A-2-206 requires that in order to receive funding, foreign exchange agencies must supply an Affidavit of Compliance of Specified Conditions and receive Weber School District Board approval prior to the beginning of each school year. The Foreign Student Exchange Agency Assurance Form is available on the Student Services website. It must be completed and submitted to Student Services by April 15<sup>th</sup> for the following school year. The agency will then be presented before the Board for approval for the following school year in the month of May Weber School District Board Meeting.

The Weber School District will give out foreign exchange student slots on a first come, first served basis after the allotment is confirmed by the state (April 15<sup>th</sup>). An agency may place no more than two students per school until May 15<sup>th</sup>. After that deadline, all remaining slots will be given to qualified agencies, regardless of their number of students already placed, until the school's allotment is filled. An agency may only place one student from a country per school; in other words, all of the agency's students in a school must come from different countries. However, the district will allow two students from a country placed by different agencies per high school. Under no circumstances are agency representatives, host families, or other persons to contact a school principal or other high school personnel to ask for permission to place a student in that school. Until permission to place a student in a high school is received from the district foreign student coordinator or her secretary, please do not contact the school directly about the student you hope to place.

It is strongly recommended that you call the Student Services office and get tentative permission to place a foreign exchange student in a high school before you make any promises to a host family or an agency. Before a school slot will be tentatively reserved for an agency, the following three items must be provided to the District Student Services Secretary, Lori Browne at [lobrowne@wsd.net](mailto:lobrowne@wsd.net), or to the Student Services Coordinator: (1) a letter from the host family indicating their commitment to care for the student in their home, (2) proof of the host family's residency in the school attendance area (utility bill would suffice), and (3) Weber School District Foreign Exchange Student Application. The following four items must be submitted within two weeks of the slot being tentatively reserved (1) a birth certificate (2) passport (3) immunization (4) transcript. The slot will be officially reserved when all documents requested in this letter have been submitted within the time guidelines referenced.

All required paperwork must be submitted to the district no later than May 15<sup>th</sup>. Please contact Student Services if you have any questions or concerns.

To protect everyone involved with the exchange student, we recommend that you have the student take a TB test, if they have not done so recently.

Sincerely,  
Student Services Coordinator  
Weber School District  
(801) 476-7811

