

# Foreign Exchange Student (J-1) Checklist

STUDENT'S NAME \_\_\_\_\_

School Requested \_\_\_\_\_

For agencies to place students in Weber School District and be approved by the Board of Education, the following documents must be submitted annually for consideration by April 15.

- Notification to Weber District Student Services of requested agency approval  
Contact Jan Burrell (801) 476-7809 or Debbie Nicholson (801) 476-7811
- Provide CSIET Form
- Provide Assurance Form  
<http://wsd.net/docman-list/documents/student-services-1/forms-2/460-foreign-student-exchange-agency-assurance-form-1/file>

We will begin reviewing applications the first week of April. When the following is completed/submitted, the student may be granted a provisional placement. These placements will be given on a first-come, first-served basis upon receipt of the following information prior to May 15.

Request a placement in a specific high school through Student Services –

Contact Jan Burrell (801)476-7809 or Debbie Nicholson (801)476-7811

- Foreign exchange student application  
<http://wsd.net/docman-list/documents/student-services-1/forms-2/458-foreign-exchange-student-application/file>
- Host family information
  - Letter of intent from the host family
  - Proof of residence from the host family

Placements will remain provisional until the following have been received by Student Services. This information must be received prior to July 1 or those placements may be granted to another student and/or agency.

- Registration information
  - Birth Certificate
  - Passport
  - Immunization
  - Transcript

You may request placement verification upon completion of items listed. Failure to comply with deadlines may jeopardize the student's status on the placement list.