

Dear Foreign Exchange Agency Representatives,

Utah code 53A-2-206 requires that in order to receive funding, exchange agencies must supply an affidavit of compliance of specified conditions and receive Board approval prior to the beginning of each school year. The Foreign Student Exchange Agency Assurance Form is available on the Weber School District Student Services webpage. It must be completed and submitted to Student Services by April 15 for the following school year. The agency will then be put before the Board for approval for this school year. This approval is presented at the May Weber School District Board Meeting.

The Weber School District will give out foreign exchange student slots on a first come, first served basis. An agency may place no more than two students per school until May 15th. 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 2 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 don't 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 blocked out officially for an agency, I (801-476-7809) or my secretary, Debbie Nicholson (801-476-7811), must be provided with the following: (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 will work). These two items must be followed by a completed Foreign Exchange Student Application within 4 weeks after the slot was blocked out.

All required paperwork must be submitted to the district no later than May 15th. Please contact me 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 haven't done so recently.

Sincerely,

Jan Burrell  
Student Services Coordinator

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