

A STEP-BY-STEP GUIDE TO COMPLETING A STUDENT PLACEMENT

You have found a school and a family for a prospective exchange student. It's now time to "cement" this placement by completing the proper tasks and filing the paperwork. Here's a process which I hope will make this procedure easy and efficient for you.

1. As soon as you've identified a potential family who is interested hosting, ask them to register as a host family at www.ie-online-application.com. They can do their entire application there. If the family is unable or unwilling to do the online application form themselves, download a paper copy from the "downloads" section of the online system to give them. Once it is complete, you should enter it into the online system. (Please do not send any paper applications to the National Head Office.) Encourage them to begin filling it out together as soon as possible.

Make a date in the very near future when you will come by the home to do the in-home interview (and pick up the completed application, if necessary).

2. **On the interview date**, take with you the following items which you will find in the download section of the online system and/or at the Coordinator Resource Page, <http://www.ie-usa.com/Coordinator%20Resource.htm>.
 - a. Host Family Interview Topics. This is a list of the important topics you need to be sure you cover with the family. There is a place at the bottom for you to make any notes you may need later when filling out the confidential report form.
 - b. Host Family Interview Evaluation Form. Take a paper copy of this form with you to the interview so you don't forget to cover all of the necessary topics. You will fill this out in the online system after you finish the interview.
 - c. Criminal Background Check Consent Forms: Dept. of State regulations require us to complete a criminal background check on anyone living in the household over the age of 18. Please get a signed form from each family member over 18.
3. You should ask to see the room where the student will be sleeping during his/her stay. Remember that it is OK for the student to share a room, but it should be with a host sibling of the same sex and relatively close in age. He/she should have his/her own bed and enough room for clothes, books, and personal belongings.
4. Once the interview is over, have the family sign the "In-Home Interview Confirmation" form and take it with you. Fill out the Interview Evaluation form in the online system as soon as you can, while information is still fresh in your head.
5. Using the online system to get the names and phone numbers of the host family references, you should make these calls as soon as possible. You can fill in the Host Family Reference Forms right in the online system in the Host Family's application file. **IF THERE ARE ANY RED FLAGS RAISED BY ANY OF THESE REFERENCES,**

CONTACT YOUR REGIONAL SUPERVISOR BEFORE COMPLETING THE PLACEMENT!

6. If the family has agreed to host a particular student and you are confident that this is a good match, it's time to "connect the triangle" in the online system. Once you have placed the student in both the school and the host family, you will be able to print out the HOST FAMILY AGREEMENT FORM and the SCHOOL PLACEMENT FORM from the student's application file in the online system.

Take the HOST FAMILY AGREEMENT to the host family for them to sign it. Then take that signed form and the SCHOOL PLACEMENT FORM to the school to get the appropriate signatures. (The school may want to make a copy of the Host Family Agreement.) If possible, get it signed while you are there so you can carry it away with you. You may have to leave it to be signed; make sure they understand to return it to you, or make arrangements to go back and pick it up.

8. **Once you have "completed the triangle" to place this student in the online system,** you can complete the "Placement Report Data" in the student's application file online. The information about the school and host family will already be pre-filled in. Please be sure to fill in the correct information about the arrival airport and arrival dates. Make sure your contact information is completed correctly. Once you click on the "Submit" button at the bottom of the page, the placement is COMPLETE!

You may print out a copy of the Placement Form for your files by clicking on the printer icon called "Placement Report."

8. Make a copy of for your own files of any of the documents where you have gotten an original signature. These are the only forms you will actually be mailing to the National Head Office.
9. Send the **ORIGINALS** of the following to the office in Oregon:
 - Host Family Agreement Form
 - In-Home Interview Evaluation Confirmation form
 - School Placement Form
 - Criminal Background Check forms on host parents and anyone over age 18 who lives in the home.

CONGRATULATIONS!! You've completed a school and family placement!!

When summer comes, you will be organizing your pre-arrival orientation meeting.