Foreign Student Exchange Agency Assurance Form

The ___________________________ (agency name) will comply with the following requirements for participation with Ogden School District for the _____________ school year: (Initial each item below.)

1. ______ The agency has complied with all applicable policies of the Ogden School District Board of Education regarding foreign students and all registration processes and procedures as outlined by Student Services. Ongoing placement of students in Ogden School District is conditional on agency compliance with District policy.

2. ______ A household study, including a background check of ALL adult residents, has been made of each household where an exchange student is to reside, and that the study was of sufficient scope to provide reasonable assurance that the exchange student will receive proper care and supervision in a safe environment.

3. ______ The host parents have received training appropriate to their positions, including information about enhanced criminal penalties, under Utah Code §76-5-406(10), for persons who are in a position of special trust.

4. ______ A representative of the exchange student agency shall visit each student’s place of residence at least once each month during the student’s stay in Utah.

5. ______ The agency will cooperate with school and other public authorities to ensure that no exchange student becomes an unreasonable burden upon the public schools or other public agencies.

6. ______ Each exchange student will be given (in their native language) names and telephone numbers of agency representatives and District personnel (available from Student Services) and others who could be called at any time if a serious problem occurs.

7. ______ Alternative placements are readily available so that no student is required to remain in a household, if conditions appear to exist which unreasonably endanger the student’s welfare.

8. ______ The agency understands that if for any reason, a student moves to a new host family, the agency will receive approval from Student Services prior to undertaking the move and assist in coordinating any changes in school registration.

9. ______ The agency verifies that the host family submitted to Student Services is not a Welcome Family.
10. ______ The agency understands and has communicated to the student that, if the student is enrolling in 12th grade, graduation/diploma is not an option. **Acknowledgement of Participation Certificate could be given with any credits received like a transcript?** The student may participate in graduation ceremonies at the discretion of the principal.

11. ______ The agency and student understand that in the event that tuition reimbursement from the Utah State Board of Education is unavailable, the District may (at its discretion) revoke the offer of enrollment or student will be required to either a) personally cover the cost of out-of-state tuition, or b) apply for and be granted a tuition waiver from the Ogden School District (subject to availability).

12. ______ The agency will provide at submission all documents stated in the student application section. Incomplete packets will not be accepted.

**My initials, as the local agency representative, verify our agency will comply with the requirements listed above.**

__________________________________________________________________________

Agency Representative Name

__________________________________________________________________________

Agency Representative Signature  Date

__________________________________________________________________________

State of  _______________

County of  _____________

Be it known, ___________________________________________________________ (person’s name) subscribed and sworn to before me, ____________________________________________________________ (notary’s name) on this _____ day of ___________________ , in the year 20 ______ .

__________________________________________________________________________

Notary Public Signature

__________________________________________________________________________

Date  (SEAL)
## Agency Contact Information

Agency Representatives that can access, share or be contacted regarding the student. Please provide the local coordinator and their supervisor. A minimum of two contacts are required.

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Ogden School District Foreign Exchange Student Application

(Please Print)

Student’s Name: ___________________ ___________________ ___________________  
First  Middle  Last

Date of Birth: ___________________ Age at start of coming school year: ______
Month  Day  Year

Has the applicant graduated from high school in their home country? __________________

Which OSD high school does the student wish to attend? ________________________________

Agency Name: ________________________________

Host Parents’ Name(s): ________________________________

Host Parents’ Address: ________________________________

Phone Number: ___________________ Phone Number: ___________________  

Email: ________________________________

Date student expects to enter our schools: ____________________

Date student expects to exit our schools: ____________________

Please be sure to attach the following documents:

1. OSD Agency Letter of Assurance
2. OSD Foreign Exchange Student Application
3. CSIET for the Following School Year
4. Host Family Agreement Form
5. Host Family Proof of Address
6. Passport
7. Transcript (translated into English)
8. English Proficiency Test
9. Special Health Records
10. Immunization Records (translated into English)
   ● DTP, DTP, DT, or Td
   ● Tdap booster
   ● Varicella (chicken Pox)
   ● Polio
   ● MMR
   ● Meningococcal
   ● Hep B
   ● Hep A

* Please note that TB is no longer tracked by the State of Utah but may be required by other entities.
Ogden School District Host Family Agreement Form

I/We, ____________________________________________, (individual or family name) have agreed to host a foreign exchange student in our home for the 2022-23 school year with the understanding that the following Ogden School District guidelines be met. It is also understood that Ogden School District Student Services, Valerie Hansen, 801-737-7450, or the school the student is attending can be contacted at any time with questions or concerns.

- Our household will provide reasonable assurance that the exchange student will receive proper care and supervision in a safe environment.
- Our household verifies that we are the host family for the entire school year and not a temporary placement such as a Welcome Family.

___________________________________________________________            ________________
Signature                                                                         Date

State of   ______________
County of  _____________

Be it known, ___________________________________________________________ (person’s name)

subscribed and sworn to before me, _________________________________________________(notary’s

name) on this _____ day of ___________________ , in the year 20 __________.

___________________________________________________
Notary Public Signature

__________________________________________
Date

(SEAL)