

Dear Foreign Exchange Agency Representative,

Utah code 53A-2-206 requires that in order to receive funding, exchange agencies must supply an affidavit of compliance of specified conditions. agencies wishing to place students in slots that will become available for the following school year. Applications will be accepted on or about April 1st of every year. This date will be determined by the announcement by the Utah State Board of Education concerning Foreign Exchange Student Procedures and information provided. All forms are available on the Ogden School District website under Student Services.

The Ogden School District will accept the Foreign Exchange Student Application and all supporting documentation April 1st. Please keep in mind the following:

- An agency may place students until July 1st. 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 the same country placed by different agencies in the same 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.
- A school slot will be blocked out officially for an agency when all documents have been provided. Please see the Foreign Exchange Student Application for more information. An agency may initially submit applications for only two students even if they have different agency representatives. If all slots have not been filled by June 1st then agencies that have two students already placed may submit other applicants. If more applicants than spots are received, they will be placed in a lottery system for randomized selection in order to ensure fair and equitable consideration of all applications.
- When permission to place a student is received from the District Foreign Exchange Student Coordinator or secretary you will be given the name of the school they are assigned to attend and the contact information.
- OSD will only accept students on a J-1 visa and sponsored by a district approved agency.

Please direct any questions or concerns to Valerie Hansen. Forms may be submitted electronically, by mail, or in person to:

Valerie Hansen, Administrative Assistant
Student and Family Services
1950 Monroe Blvd.
Ogden, UT 84401
Phone: 801-737-7450