ILLINOIS HIGH SCHOOL ASSOCIATION

FOREIGN EXCHANGE STUDENT PROGRAM APPROVAL FORM

2014-15 SCHOOL YEAR





General Program information

Please provide the following general information about your program.

Program

1.	Does this program place students in public schools?			
2.	2. Does this program place students in private schools?			
3.	If yes to no. 2, does the program have a separate private school placement program?			
4.	4. If yes to no. 3, a second application for the private school placement program			
	must be completed. Please contact the IHSA office for the second application			
Conta (list po	ct osition)			
Addre	ess			
riuurc				
Phone				
Fax				
E-mai	l			
Websi	te			



Part 1 Placement Process

ubmit blank copies of any forms used as a part of the	placement process.



Part 2 Placement Process Followed by Area/Local Representatives

In the space provided, please provide a description of the process local or area representatives must follow in the placement of students. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.		



Part 3 Contact Information for area or local representatives

In the space provided, list names, addresses, and telephone numbers of all local or area representatives responsible for student placement. Use additional pages as necessary.

Name	Address	Phone Number(s)	Date of Training



Part 4 Training Materials

In the space provided, please list the training materials provided to local or area representatives which assist them in the placement process. Additionally, copies of those materials and documentation that verifies all required training has been completed must be attached with this form.		



Part 5 Securing Local or Area Representatives

In the space provided, please provide a description of the process used by the program to identify and secure local or area representatives. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.		



Part 6 Securing Host Schools

In the space provided, please provide a description of the process used by the program to identify and secure host schools. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.		



Part 7 Securing Host Families

In the space provided, please provide a description of the process used by the program to identify and secure host families. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.		



Part 8 Follow up on Process

In the space provided, please describe the procedures for follow up with local or area representatives to ensure that the program's placement process has been followed. Use additional pages as necessary. Please submit blank copies of any forms used as a part of the placement process.	



Part 9 Post Placement Follow up

In the space provided, please describe the procedures for post placement follow up with the local or area representatives and the students placed by the program. Use additiona pages as necessary. Please submit blank copies of any forms used as a part of the		
placement process.		