



# Midland Public Schools

Inspiring Excellence

## International Exchange Agency Information & Request to Place Students Form

International exchange programs are approved by the district on an annual basis. Approval request must be submitted by February 28 prior to seeking the admission of any international exchange students to the school district.

Please complete all fields and sign below to certify your organization's information and compliance for the requested school year.

**Signed form and all supporting documents must be returned no later than February 28.**

**All documents may be emailed to [enroll@midlandps.org](mailto:enroll@midlandps.org)**

### I. Agency Identification

Agency Name

Agency Street Address

Agency City, State, Zip Code

Agency Phone Number

### II. Local Contact Information

Local Contact Name

*(Coordinator/Representative serving the District)*

Local Contact Phone Number

Local Contact Email Address

State Coordinator Contact Name

*(Coordinator/Representative overseeing the local rep)*

State Coordinator Contact Phone Number

State Coordinator Contact Email Address

### III. Placement Details

School Year for Placement Request

Anticipated Number of Placement Requests

### Certification and Attestation

**By signing below, the undersigned representative of the Exchange Agency confirms and attests to the following:**

- The information provided in this form is true, complete, and accurate.
- The Agency agrees to comply with all policies and procedures of the Midland Public School District during the placement period.
- The Agency agrees to update the Midland Public Schools Enrollment Specialist as soon as possible if any changes to the above local and/or state representative contact information should occur

**Agency Representative Signature:**

**Printed Name:**

**Title:**

**Date:**

**Please submit the additional documentation below with this completed form.**

- Current CSIET Certification document indicating full certification status
- A detailed outline of the agency's process for conducting in-home interviews, background checks, and reference checks for potential host families
- At least 2 letters of review from other Districts with which you have had successful placements

**Failure to provide the complete and requested documentation by the established deadline will result in the rejection of the agency application for student placement in the upcoming academic year.**

The success of previous student placement in Midland Public Schools by this agency will be reviewed prior to approval of the application. The District reserves the right to not accept exchange students from any organization at its sole discretion.