

Reciprocal Student Exchange Approval Form – Instructions

What is a one-to-one reciprocal student exchange?

A one-to-one reciprocal student exchange involves two students, an Alberta student and a partner student, who either a) switch places and study at one another's school districts; or b) study in an Alberta school district and then in the exchange destination for equal periods of time. When the exchange is not simultaneous, students must complete both phases of the exchange (i.e. the study period in Alberta and the study period abroad) within 2 adjacent school years. For more information, see the definition of "Reciprocal exchange program" in the *Funding Manual for School Authorities*.

Why is it important to fill out the Application for Approval of Reciprocal Exchange Form?

To encourage student exchanges, Alberta Education continues to fund Alberta students who are participating in one-to-one reciprocal student exchanges although they may be absent from their Alberta school. The funding that the Ministry provides for the temporarily absent Alberta student ensures that school jurisdictions are able to receive the incoming exchange student without bearing additional educational costs. To maintain funding for the outgoing Alberta student, this form must be completed and submitted to Alberta Education's International Education Services Branch.

Sometimes when students switch places, the Alberta student may be placed in a school that was not their partner's home school and/or the partner may be placed in a school that was not the Alberta student's home school. In these situations, the Alberta student will still be funded by Alberta Education providing that:

- The incoming partner student remains in the home jurisdiction of the outgoing Alberta student; and
- The arrangement is approved by the Alberta school jurisdiction.
- The exchange organization is the same.

How should the form be completed?

- 1) **The exchange organization and/or the exchange participants and their parents.** The exchange participant and his or her parents are responsible to provide information about the exchange and evidence that both families consent to participate. If an organization is coordinating the exchange, that organization must be named and contact information must be provided. If the exchange has been organized by two families, the exchange student can write "private exchange" in space designated for the exchange organization. Once the form has been completed (up to the grey box at the bottom), the participant can pass it on to his or her current principal.

- 2) **The Alberta Principal.** By signing the form, the Alberta principal approves the Alberta student's temporary absence and, where applicable, agrees to welcome the partner student into his or her school.
- 3) **The Alberta school jurisdiction.** Alberta school jurisdictions are responsible to verify whether the exchange meets the criteria of a one-to-one-reciprocal exchange, as defined above. By signing the form, the jurisdictional representative is stating that to the best of his or her knowledge, the exchange is reciprocal and that the jurisdiction is willing to admit the incoming exchange student. The jurisdiction may then forward the form to Alberta Education at the designated address.

If the incoming partner student will not be attending the home school of the Alberta student, it is highly recommended that the school jurisdiction representative forward this form and any other relevant exchange information to the principal of the school that will be welcoming the partner student.

- 4) **Alberta Education.** Upon receipt of the Application form, Alberta Education will double check that the exchange meets the requirements for reciprocal exchange. It will track the exchange, along with others in the province, and ensure that funding is disbursed appropriately.