

## STUDENT EXCHANGE PROGRAMS, 2019/20

### APPLICATION INSTRUCTIONS – PART IIA, PART IIB and PART IIC (Teacher Liaison)

Before you fill out Part IIA and Part IIB of the student exchange application form, please note:

- The application consists of two parts. Part I is filled out by the applicant. Part IIA, Part IIB and Part IIC is filled out by the liaison teacher. The applicant should have provided you with a completed version of Part I (Student Application).
- Part IIA of the application involves interviewing the applicant and his/her family to ensure that the applicant is suitable for a cross-cultural exchange and that the family would be able to comfortably host an exchange student.
- Because the majority of communication between Alberta Education and exchange candidates will be conducted through email, **e-mail addresses must be listed for the applicant, the parent(s) and the liaison teacher.** Please ensure that you list reliable e-mail addresses. We have experienced problems with Hotmail accounts in the past. If you do not check your school e-mail address regularly during the summer months, please make sure that you add your personal email address in the summary sheet (this information will not be shared).
- **All individuals who are 18 years of age and older and are residing in the home during the period that the exchange student is in Alberta must complete and submit a Police Information Check** to Alberta Education. Further instructions and documentation will be provided upon receipt of the student exchange application. Prior to the matching of the Alberta student, Alberta Education's International Exchange Coordinator must be advised if anyone living in the Alberta student's home has an unsatisfactory police information check. An unsatisfactory police information check may prohibit the Alberta family from hosting an exchange student. Failure to disclose this information could result in termination of the application or exchange.
- A complete application includes:
  - Part I of the application form (completed by the student and parent)
    - Passport-size photo of student applicant adhered to top right corner as indicated in Part I of the application.
    - Labelled copies of colour photos of the home, the family and the applicant in collage format (maximum of two pages). No individual or original photos accepted.
    - Release of Information, Medical Release Form, Waiver, Declaration and Commitment Forms signed by the applicant and the applicant's parents (**must be signed by all legal guardians, not just custodial parent**).
  - Part IIA of the application form completed by liaison teacher (**SINGLE-SIDED**)
  - Part IIB Commitment form signed by the liaison teacher and principal

## ASSESSING HOME AND FAMILY SUITABILITY (may include a home visit)

### Purpose of Interview

- The liaison teacher evaluates the motivation of the student. Is the student participating only because his/her parents encourage him/her to do so? Is it really his/her desire? Is the student fully aware of the obligations and the extra work that the program requires?
- The liaison teacher evaluates the adaptation ability of the student. Will he/she be able to complete his/her exchange, despite the difficulties? Will the student be able to receive his/her partner for the same duration? Does the student have good social skills? A reserved or shy student in his/her own environment will be even more aboard.
- The liaison teacher evaluates the family of the candidate. Does the family provide the necessary moral qualities to accommodate a teenager from aboard? Are the living conditions in the residence acceptable (cleanliness, hygiene, bed for the partner, etc.)? Are there any members of the family who seem unwilling to greet a teenager?

Ideally, the suitability of the family and home environment for the exchange would be determined through a visit to the home by the liaison teacher, however this assessment can also be made through an extensive interview with the family (including the parents and student) and a review of pictures of the home (including photo of bedroom). In either situation, the liaison teacher should consider the following:

1. Is the house hold tidy/clean?
2. Is the location where the exchange student will be sleeping acceptable?
  - a. Is there a window in the room where the exchange student will be sleeping? Is the window size 5% or more of the floor space (e.g is here a suitable/safe way to exit the room in the event of a fire?)
3. Does the student's room include the necessary furnishings such as a bed and storage space?
4. Is the level of English in the household emendable to English language learning?
5. Are there any unusual behaviors that may make the student feel uncomfortable or unsafe?
6. If there are any pets in the home, are they aggressive or intimidating?
7. Are there working smoke detectors on all floors of the house?

### Notes on the final application

- \* All documents must be readable and each question must be answered. A missing signature or failure to answer to one or more questions, misrepresentation and discriminatory comments in the application form or the Interview questionnaire may lead to the rejection of the applicant.
- \* Only application files with a positive recommendation must be sent to Alberta Education.
- \* It is the responsibility of the applicant to ensure that all original parts of the application are mailed by the liaison teacher. Scanned, faxed or incomplete applications will not be considered.

### Complete ORIGINAL applications are due on March 15.

Information you provide to Alberta Education is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed in accordance with Part 2 of the FOIP Act. The personal information you provide will be used by Alberta Education for the purpose to operate Alberta Education's Student Exchange Programs (the Programs) as administered by Alberta Education. The information will be used to achieve a compatible match for the student, schools and host family in the endeavour to provide a successful exchange experience.

Alberta Education will share your approved application with our exchange administrative partner and your host family. Your personal information will not be used or disclosed for any other purpose by Alberta Education without your consent or unless required to do so by law. Should you wish to have your personal information removed, corrected or have concerns pertaining to the Student Exchange Program, please contact International Exchange Coordinator at 780-644-4470.

## Student Exchange Programs

Information you provide to Alberta Education is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed in accordance with Part 2 of the FOIP Act. The personal information you provide will be used by Alberta Education for the purpose to operate Alberta Education's Student Exchange Programs (the Programs) as administered by Alberta Education. The information will be used to achieve a compatible match for the student, schools and host family in the endeavour to provide a successful exchange experience.

Alberta Education will share your approved application with its exchange administrative partner and your host family. Your personal information will not be used or disclosed for any other purpose by Alberta Education without your consent or unless required to do so by law. Should you wish to have your personal information removed, corrected or have concerns pertaining to the Student Exchange Program, please contact International Exchange Coordinator at 780-644-4470.

### PART IIA: Liaison Teacher - Student & Family Interview Form

#### STUDENT AND SCHOOL INFORMATION

|         |            |
|---------|------------|
|         |            |
| Surname | Given Name |

#### TEACHER INFORMATION

|         |            |                    |
|---------|------------|--------------------|
|         |            |                    |
| Surname | Given Name | Position at School |

# Interview of Student Alone

This interview may take place at the school prior to receiving the student application or after the application is received.

Student's last name (please print) \_\_\_\_\_

Student's first name (please print) \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Duration: \_\_\_\_\_ Place of Interview: \_\_\_\_\_

Type of Passport: \_\_\_\_\_

## 1. Motivation

What are the student's main reasons for wanting to participate in the exchange?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

## 2. Commitment

The exchange partner is to be the priority during the hosting period. The Alberta student should consider how their other activities/relationships will affect their relationship with their exchange partner. For example, a part-time job, sports or club commitment or boyfriend/girlfriend or group of friends.

Review the section of the applications where the student indicated extra curricular activities (part-time job, volunteer commitments, music or other lesson and sports commitments) to get a sense of their weekly commitments.

How will the Alberta student manage their various commitments while keeping their partner as a priority? Please indicate below:

**NOTE: During the period the exchange student will be in Alberta, the Alberta student should limit part-time work or volunteer commitments to no more than 6-10 hours/week.**

What adjustments will need to be made for participation in the exchange (ie, timetable, courseload, school involvement, job activities/volunteer commitments)?

Do you have any commitments during the hosting phase that would require you to be away from your partner for more than one night (school trips, sports tournaments, overnight camps, personal/family commitment etc.)?

### **3. Away from Home**

Has the applicant ever traveled:  Yes  No

Destinations and purpose of trips: \_\_\_\_\_

Has the applicant lived away from home?  Yes  No

How long? \_\_\_\_\_

What circumstances?

Have you thought about being away from home and family for 2-3 months? How do you think you will deal with it? How would you deal with homesickness/culture shock? How has it been in the past for you (Please indicate when they have been away from home in the past.)

Comments:

# Interview of Parents/Guardians with Student

## To be completed by Liaison Teacher

Location of Interview:  Home  School  Other \_\_\_\_\_

Date: \_\_\_\_\_ Duration: \_\_\_\_\_

**In the case of no home visit, please ensure adequate photos (ie, visiting students' bedroom) to make an assessment**

Family members present: **(Check all that apply)** name & relationship  
 Father  Mother  Applicant  Other(s) \_\_\_\_\_

Is there a joint custody living situation: please review the living arrangements with the family and outline below. **Please be specific.**

Will the exchange student be expected to follow the same arrangements as the Alberta student?

- Yes, Exchange student will be living in both homes  
 Yes, although exact schedule to be determined  
 No, Exchange student will be living in primary home only

\*if yes, please note that **police information check will be required**

Has your family participated with this student exchange previously?  Yes  No

If yes, when was the previous exchange and which family member?  daughter or  son  
Country/year of exchange \_\_\_\_\_

Full name of son/daughter on previous exchange: \_\_\_\_\_

### 1. General Review

The liaison teacher is requested to review the application, program guidelines and costs with the student and parents.

Is there anything you wish to add to your child's self-description in the application?  Yes  No

If yes, please comment:

Would you add anything to your child's description of his/her health, allergies, conditions or diet restrictions/preferences? Is any medication/treatment required on a regular basis?  Yes  No

If yes, please comment:

Is there any other health/lifestyle information about your family that should be shared with the exchange partner and host family?  Yes  No

## Personality of the Student

### Describe your child's personality

Sense of humor  Yes  No

Sensitive/susceptibility  Yes  No

If yes, how does it show?

Shy  Yes  No

Reserved  Yes  No

Adaptable  Yes  No

Sociable  Yes  No

If the student is already shy or reserved at home, how will the student adapt to being in a new environment?

Respectful  Yes  No

Any other general concerns, questions, or additions?

## 2. Motivation

What are your expectations as parents of the program? What are your reasons for involving yourself and your child in this exchange program?

## 3. Commitment

Would the exchange be a financial burden in any way?  Yes  No

Comments:

Would you accept an exchange partner of the opposite gender?  Yes  No

If the only match available were one with an exchange partner of the opposite gender, would you accept?  Yes  No

Are all family members willing to engage in this exchange?  Yes  No

Has the family considered how the student will schedule his or her courses to accommodate the absence from the Alberta school?  Yes  No

Is the issue clear and resolved:  Yes  No

Parents' comments, if any:

### **Absence of child and communication**

How might you react to the fact that your child will be away during the exchange?

What type of contact will you have with your child while they are away and how often (e.g. phone, email, skype, facetime, other apps, etc.)

### **4. Recreation and Outings**

The exchange student should have the opportunity not only to improve his or her language skills, but also to experience Albertan culture.

- Briefly describe how you see your role as a host family for your exchange student
  
- Describe activities that you might organize or offer your exchange student in order that she/he will become more familiar with Alberta, life in Alberta, Alberta culture, etc

Describe your family's typical recreational activities and which family members are involved.

How would you react if the exchange student took the initiative to arrange his or her own activities and outings while staying in your home?

*Please discuss with family: The family who receives an exchange student must agree to provide a completely English-speaking environment, as this is a program to enhance language skills. English should be the language spoken at home, during activities, in conversation and on television programs.*

**NOTE: During the period the exchange student will be in Alberta, the Alberta student should limit part-time work/volunteer commitment to no more than 6-10 hours/week.**



## 5. Expectations and Home Life

Briefly describe the curfews in your home and time expected home. (What time is your child expected home after school, and following weeknight and weekend evening activities?)

What do you expect from the exchange student concerning outings, visits or entertainment (on school nights and on weekends)?

*When going out with friends, the exchange student should have his or her own pocket money to pay for admission to various activities, such as sporting events, movies, restaurants, etc. If, however, the event is a family outing, parents are expected to treat the partner as a member of the family.*

Comments:

What are your child's household chores now?

Is he or she paid for doing these chores?  Yes  No

Would your child accept doing household chores when asked by the host family?  Yes  No

Comments

What daily and weekly chores would you expect the exchange partner to do while in your home?

## 6. Lifestyle

**To the student:** How do you see yourself adjusting in someone's home whose rules and duties differ (more tolerant or more rigid)? Examples might include a family with later or earlier curfews or strict or lenient rules regarding cell phone use or other technology.

**To the parents:** How do you see your role in supporting your child in a different cultural environment (values, rituals, rules and curfews)?

How do you expect the exchange student to behave while he or she is in your home?

Do you expect arrangements to be made for your child to attend religious services?  Yes  No

If yes, what type? \_\_\_\_\_

How would you react if the region where your child spends the exchange period does not have religious services in your preferred denomination?

## 7. Transportation

Is public easily accessible so that your exchange student will be able to participate in various activities?  Yes  No

If no, how might your student be able to participate in the social, cultural and athletic activities that may be of interest?

## 8. Other

Are you considering travel to the exchange destination?  Yes  No

Are there family or relatives in the exchange destination area (i.e. grandparents, cousins)?  Yes  No

If yes, would there be expectations to visit these relatives or have them visit the Alberta student on exchange?  Yes  No

If yes to any of the above, please give details/plans.

Any final, additional comments:



## PART IIC: Liaison Teacher Evaluation

### Student Evaluation: Please explain your answers

1. Personality:

2. Knowledge of the target language:

3. Adaptability:

4. Motivation:

5. Impression that the student will make on the people he/she will meet during the exchange:

6. Potential issues or challenges

7. Comments:

### Host Family Evaluation

1. What was your general first impression when interviewing the family?

2. If the student is living in a shared custody environment, what is your perception of the arrangement and the relationship between the parents?

In the case the separated parents share custody of the child, how will the exchange partners' living accommodations be organized? ( The program requires that the two students live in the same house throughout the exchange or at least half of the period with the father and the other half with the mother.)

3. Are there any concerns about the home where the exchange student will be living (e.g. location of the bedroom, cleanliness of home, etc)?

I consider the student application:

Last name:

First Name:

Excellent

Very good

Good

Not recommended

I Consider the host family:

Excellent

Very good

Good

Not recommended

Would I feel comfortable sending a child to live with this family for two to three months?

Yes

No

Have you checked with relevant school staff (e.g. counselling) to ensure that the student is a suitable applicant for the program?

Yes

No

An intercultural exchange program is a very intensive and challenging experience and is not suited to all students, especially those undergoing major life changes (e.g. parental divorce, death in the family, personal issues requiring counselling).

**Recommendation**

The liaison teacher RECOMMENDS the student for the exchange program.

The liaison teacher DOES NOT RECOMMEND the student for the exchange program.

## PART IIC: Liaison Teacher and Principal Commitment

### Liaison Teacher Commitment

I, \_\_\_\_\_, certify that the \_\_\_\_\_ family has been interviewed and that the family setting is conducive to and supportive of a successful educational exchange.

I certify that the student, \_\_\_\_\_, is serious, well motivated, mature and committed to the exchange; that he/she understands the program guidelines and will make an excellent representative of Alberta and our school in another province/country.

I will fulfill all the obligations of the liaison teacher for this program. This will include weekly meetings with the exchange students (both Albertan and incoming) during the hosting period. Should this be impossible, another liaison teacher will be named and this information will be communicated to Alberta Education immediately.

Teacher name \_\_\_\_\_ School e-mail \_\_\_\_\_

Personal e-mail \_\_\_\_\_ Cell No \_\_\_\_\_

\_\_\_\_\_  
Liaison Teacher's Signature Date

### Principal's Commitment

I understand that Alberta Education will contact my school jurisdiction for approval of my school's participation in this program after receipt of this application.

The school agrees to accept an exchange student for exchange period, to waive school textbook rental and other basic educational fees, and to give the incoming exchange student the same status as the Alberta student in regard to provision of transportation to/from school.

I, \_\_\_\_\_, agree that the Albertan liaison teacher in this school will be expected to provide support and counseling for the exchange and Albertan students, as well as fulfill the duties outlined in the school edition of the Student Exchange Handbook. Should the liaison teacher change, I will ensure that Alberta Education is notified immediately.

\_\_\_\_\_  
Principal's Signature Date

**[PLEASE NOTE THE INFORMATION DISCLOSED ON THIS FORM  
WILL NOT BE SHARED WITH THE HOST COUNTRY]—  
FOR STUDENT EXCHANGE PROGRAMS USE ONLY**



**Please check off the following list and submit it along with the completed application**

Original completed Part I of the application form (From Student) – printed single-sided and colour

Original completed Part IIA, Part IIB and Part IIC of the application form

Save a copy for your own records

**PRINT SINGLE-SIDED ONLY**

Mail original and completed Part I (Student Application), Part IIA (Liaison Teacher—Student and Family Interview), Part IIB (Liaison Teacher Evaluation) and Part IIC (Liaison Teacher and Principal Commitment) to:

Alberta Education  
International Education Services  
Student Exchange Programs  
Main Floor, 44 Capital Boulevard  
10044 108 Street  
Edmonton, AB T5J 5E6

\_\_\_\_\_  
Print Liaison Teacher Name

\_\_\_\_\_  
Date

