

SCHOOL ADMINISTRATOR LETTER

Dear School Administrator:

ASSE International Student Exchange Programs (ASSE) would like to express its appreciation to you and your staff for accepting our exchange student(s) into your student body. ASSE is a public benefit organization, founded in 1938 by the Swedish Ministry of Education, and its High School Year and Semester programs are officially designated by the United States Department of State as an "Exchange Visitor Program" (P-3-04714). ASSE cooperates with the provincial Ministries of Education in Canada and is approved by the New Zealand Ministry of Education. ASSE's purpose is to foster international understanding through student exchange programs. ASSE programs are conducted in accordance with the standards established by the U.S.A. Council on Standards for International Educational Travel (CSIET).

We feel that it is important for you to know that the following rules governing student conduct have been established by ASSE and agreed to in writing by participating students and their parents or legal guardians. Students are obliged to follow these rules or they risk being returned to their home countries.

- “1. It has been arranged for you to attend school and attendance is mandatory. You must take classes in your host country's history, government and language in addition to other required or challenging classes. You may not receive failing marks/grades or a complaint from your school. Your classroom behavior and academic performance must be exemplary. Your host school makes the final decision about your grade level placement, as well as if receipt of a diploma, academic credits, and/or graduation is possible for you. You must abide by your host school's decision. Participation in extracurricular school activities (e.g. sports, drama, band, etc.) is not guaranteed and may not be available at the school in which you are enrolled.
2. All use, purchase or possession of alcohol, drugs, tobacco or harmful controlled substances is prohibited.
3. Tattooing and body piercing are strictly prohibited during your stay.
4. You are not allowed to drive or purchase a motorized vehicle. Participation in driver's education programs and/or obtaining a driver's license may not be possible in the area or school in which you are placed.
5. It is required that you spend the Christmas/New Year holidays and other major holidays and family celebrations with your host family. You are not allowed to travel outside your local area, either by yourself or with other teenagers without permission of ASSE, your host family and natural parents. (Travelling may be done with your host family or an approved ASSE, church, school or community group tour.)
6. You are not permitted to hitchhike.
7. You are not allowed to take a job during your stay.
8. All your activities must be approved by your host parents. You must always advise your host parents of your whereabouts and when you will return home.
9. You must abide by the decisions of ASSE, its representatives and your host family.
10. As visits by natural parents can seriously jeopardize a participant's success in the program, ASSE does not permit parents or guardians to visit their son or daughter for the duration of the program. Visits after the last day of school are discouraged, but permitted, provided the ASSE Area Representative is advised of the plans well in advance. No visits by friends or siblings are allowed at any time during the program.
11. With the exception of voluntary returns or repatriations, ASSE will not permit you to return home until the Program's conclusion, at which time you must return with your group. North American students in North America must take leave of their host families at Program's end. There can be no exceptions.”

Please note that ASSE exchange students are NOT ALLOWED TO DRIVE A CAR OR MOTORCYCLE unless for instructional purposes and only with an authorized adult instructor.

The following ASSE students are planning to attend your high school. Depending upon school requirements, confirmed student and/or host family information may be completed upon enrollment.

<u>ASSE Exchange Student Name</u>		<u>Sex</u>	<u>Nationality</u>	<u>ASSE Host Family Name</u>	
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given
Family	Given	M/F		Family	Given

Please indicate by your signature below, acceptance of the(se) ASSE Exchange Student(s) into your student body under the aforementioned conditions. We have provided a duplicate of this letter for your records. Please note that it is mandatory that students be accepted to your high school in writing prior to their arrival and admittance on their first day of school.

School Name _____ Telephone () _____ Fax () _____ Website _____

Public (tuition waived): Private: Tuition Fee: _____ School Acceptance for Second Semester Start Date: Yes No

Private Schools Only: Name of Accrediting Organization _____		Telephone Number _____
Website _____	Email Address _____	Date of Current Accreditation (mm/dd/yyyy) _____

School Street Address/P.O. Box _____ City _____ State/Province _____ Zip/Postal Code _____

School Start Date _____ School End Date _____

School Administrator in Charge of Exchange Students _____ Email Address _____ Telephone () _____

Signature of Authorized High School Administrator _____ Title _____ Printed Name _____

ASSE use only: _____ Date _____

Name of ASSE Area Representative _____ Telephone _____ Email _____

Street Address/P.O. Box _____ City _____ State/Province _____ Zip/Postal Code _____

Name of ASSE Area Coordinator _____ Telephone _____ Email _____

Please be aware that we will be requesting copies of the student's transcripts/report card(s). If you have any questions or concerns about the program or our students' participation, behavior, or performance at your school please feel free to contact us. Again, on behalf of ASSE, our sincere thanks for your school's participation and contribution to this worthwhile cultural exchange endeavor.