



Dear Foreign Exchange Agency Representatives,

Utah code 53A-2-206 requires that in order to receive funding, foreign exchange agencies must supply an Affidavit of Compliance of Specified Conditions, and receive Cache County School District Board approval prior to the beginning of each school year. The Foreign Student Exchange Agency Assurance Form can be found on the school district's foreign exchange webpage. We will begin accepting agency applications November 1st each school year, all applications must be completed and submitted to Student Services no later than **April 15th** each year for the following school year.

The Cache County School District will give out foreign exchange student slots on a first come, first served basis based on application completion date, after the allotment is confirmed by the state (April 15th). An agency may place no more than two students per school until May 15th. After that deadline, all remaining slots will be given to qualified agencies, regardless of their number of students already placed, until the school's allotment is filled. An agency may only place one student from a country per school; in other words, all of the agency's students in a school must come from different countries. However, the district will allow two students from the same country placed by different agencies per high school. Each of our high schools will have the opportunity to take up to 4 foreign exchange students, and that number may decrease based on student enrollment and school capacity. For the 2026-2027 school year we **will not** be taking foreign exchange students at Ridgeline High School due to capacity concerns.

Under no circumstances are agency representatives, host families, or other persons to contact a school principal or other high school personnel to ask for permission to place a student in that school. Until permission to place a student in a high school is received from the district foreign student coordinator, please do not contact the school directly about the student you hope to place.

It is strongly recommended that you do not make any promises to a host family or an agency until you have received confirmation that a placement is available for a student in our schools. We will not accept any student applications or allocate student placements until the agency has completed and submitted the required documentation below.

Agency Application:

The following three items must be provided to Aracely Pineda, Administrative Assistant, aracely.pineda@ccsdut.org, or to the Director of Student Services, stephanie.adams@ccsdut.org:

- (1) Agency Application
- (2) CSIET Certificate
- (3) Affidavit of Assurance
- (4) Proof of Training for Host Families, including information about enhanced criminal penalties for persons in a position of trust

Student Application:

Copies of the items below must all be submitted before a student's application is considered complete and placement can be made. Placements will be given on a first come first serve basis for each school, based on application completion date. All required paperwork may be submitted beginning January 1st and must be submitted to the district no later than **May 15th**. Please contact Student Services if you have any questions or concerns.

- (1) Birth Certificate
- (2) Passport
- (3) Immunization Records

- (4) High School Transcript and Proof of English Proficiency
- (5) Student Application to the Agency
- (6) A letter from the host family indicating their commitment to care for the student in their home
- (7) Proof of the host family's residency in the school attendance area (utility bill would suffice)

To protect everyone involved with the exchange student, we recommend that you have the student take a TB test, if they have not done so recently.

Sincerely,

Stephanie M. Adams
Director of Student Services
Cache County School District
(435) 752-3925 ext:9292

Aracely Pineda
Administrative Assistant Over Foreign Exchange
Cache County School District
(435) 752-3925 ext:2061