

Student Exchange Quick Facts

This is a sequential check list for parents of and students going on exchange. This is meant to supplement the exchange program guide, not replace it. Please make sure you have read the program guide before continuing (available online).

Step One: To go on exchange

- WWS Student and family discuss the possibility of going on exchange
- Complete and submit the Local High School Exchange Application ([available online](#))
- Application approval (or denial) and conditional letter sent home
- Connect with Exchange Coordinator to seek partners
 - Either write to schools you are interested in, or
 - Look through the students who applied to WWS, or
 - Create account at [wal-di website](#).
- WWS student and parents to discuss exchange with potential foreign families
 - Use the Host Parent Expectations for Exchange Families form to guide discussions
- Confirm a partner as a family

Step Two: Approving an exchange partner

- Foreign student to complete WWS Application High School International Student form ([available online](#)), submit to Exchange Coordinator
- Foreign parents to complete WWS Application High School International Student Parent form ([available online](#)), submit to Exchange Coordinator
- WWS approves (or denies) student

Step Three: Confirming dates

- Families must agree on dates (based on conditional letter) and inform WWS (**Do not yet book flights.**)
- WWS approves dates and confirms with families
- Families book flights once they receive confirmation from WWS
- Send flight confirmation, travel insurance and medical insurance details to WWS

Step Four: Final steps

- Departing WWS student needs to complete WWS Student Departure Form
 - Submit to Exchange Coordinator

- Copies to advisor, subject teachers and parents
- Gather resources (textbooks, novels etc.) and laptop to bring on exchange
- Bring *Exchange Student Journal Expectations* and *Assembly Presentation Guidelines* forms
- Arriving student's parents need to complete (available on the website):
 - Guardian-Permission form for Visiting Students*
 - WWS FE Visiting Student Info*