

# FEDERAL WAY PUBLIC SCHOOL

Educational Service Center  
31405 18<sup>th</sup> Ave S  
Federal Way WA 98023

## Foreign Exchange Organizations Pre-approval Checklist/Information

All required information listed below must be submitted to the Federal Way Public Schools at the above address annually during the month of March.

Organization Name \_\_\_\_\_ Telephone \_\_\_\_\_  
(please print)

Organization Address \_\_\_\_\_  
(regional or headquarters)

Representative Name \_\_\_\_\_ Telephone \_\_\_\_\_  
(local) (local number)

Representative Address \_\_\_\_\_  
(local)

### The following items must be submitted to the Federal Way Public Schools before an approval/denial to place student in the FWPS High Schools will be issued:

- The organization's most recent brochure describing current programs and including fee schedules.
- Evidence of health, accident and bonding insurance
- Statistics regarding the organization's sponsored students during the previous school year, such as the number of students completing their academic year in the United States, the number returning home prior to completion, the academic performance of the sponsored students, etc.
- A minimum of two (preferably local) host family reference, including names, addresses and phone numbers.
- Evidence of the organization's current affiliation with the Council on Standards for Education Travel (CSIET) and the United States Information Agency (USIA)
- Evidence of the organization's current registration with the Secretary of the State of Washington

FWPS will not review prospective foreign student applications submitted by organizations that have not been pre-approved. Please contact Student Placement at (253) 945-2000 for clarification or additional information.