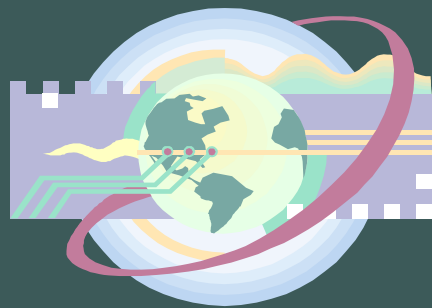


The Lambton Kent District School Board recognizes the advantages for all involved in Student Exchanges and hope all benefit from a joyful multi-cultural experience.



*meeting challenges
sharing successes
together*



SARNIA EDUCATION CENTRE
200 Wellington Street
P.O. Box 2019
Sarnia, ON N7T 7L2
Phone: (519)336-1500 Fax: (519)336-3548

**CHATHAM REGIONAL
EDUCATION CENTRE**
476 McNaughton Avenue East
P.O. Box 1000
Chatham, ON N7M 5L7
Phone: (519)354-3770 Fax: (519)354-8222

Visit our Website at
<http://www.lkdsb.net>

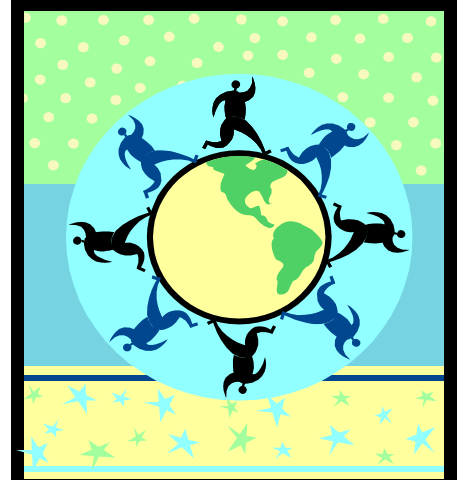
Revised March 2006

STUDENT EXCHANGE

.....

AGENCY INFORMATION

.....



Phone:
(519) 336-1500 - Sarnia
(519) 354-3770 - Chatham

Lambton Kent District School Board Student Exchange Procedures

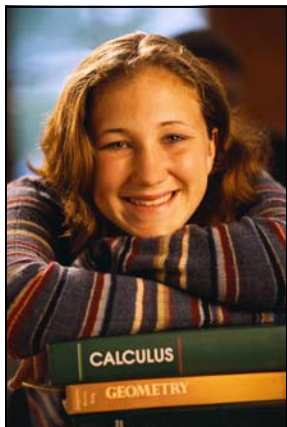


All Exchange Agencies must first contact the Superintendent at the L.K.D.S.B. Central Office to see if their agency meets the approval of the Board and to have a Reciprocal Agreement signed for the current school year.

All student exchanges supported by the Lambton Kent District School Board shall be reciprocal in nature and fall within the same school year, being

September to August of each year.

The Exchange Agency/Group must have been in contact with the Superintendent of Education in charge of Student Exchanges and have an approved, current, Reciprocal Agreement with the Lambton Kent District School Board. Once the agency has a signed agreement in place, and they have been placed on the Approved Agency List they may contact the school. The school will then supply the agency with a Reciprocal Student Exchange Form which the agency must complete in FULL for each student prior to registration.



Student Admission

Before entering into reciprocal student exchanges, school officials ensure that the exchange agency is a member on the pre-approved list of exchange agencies and that all necessary documentation is complete. In January/February of each year the Lambton Kent District School Board central office will supply all secondary schools with a list of approved agencies for the following school year that have a Reciprocal Agreement with our board. It will also supply the name and information of a local contact for each agency.

International students, whose primary purpose for the exchange is attendance at a Canadian school for six(6) months or more are required to have a Study Permit form issued by Citizenship and Immigration Canada. Student exchanges for six(6) months or less do not require a Study Permit. The application process is identical to all other international students wishing to study in Canada but they do not pay tuition fees.

School Responsibility

School staff who have any role in the student admission process will have a thorough understanding of Student Exchange procedure and govern the exchange process as sequenced in the Student Exchange Document Checklist. Exchange Agencies shall provide a completed Reciprocal Student Exchange Form (school will fax to the Education Centre) and an Application for Student Admission – International/ Out-of-Province Student Exchange Form, to the host school regarding an exchange placement. When the School Office Section of this form is complete it will be kept on file at the school

(The forms mentioned in this pamphlet are available at all L.K.D.S.B. high schools.)

Required Documents/Verifications by Host School

1. Verified that Exchange Agency is on the current Lambton Kent District School Board approved Exchange Agency List. **REQUIRED BEFORE ANY FURTHER STEPS ARE TAKEN.**
2. LKDSB Reciprocal Student Exchange Form -- May be obtained from any secondary school and is to be completed in FULL by Exchange Agency prior to registration.
3. Application for Student Admission International/Out-of-Province Student Exchange has been completed with the copies of the following items attached:
 - Copy of Birth Certificate/Passport
 - Letter of Endorsement -- From the Principal or Headmaster of the student's home school, indicating permission for and supporting the student's participation in the exchange, and indicating the student's academic capability and appropriateness for the exchange experience.
 - Up-to-date Health – Immunization Record from Local Health Unit – Including evidence of locally administered TB Test.
 - Medical Certificate – Signed by Doctor indicating that the student is in good health.



**Lambton Kent
District School Board**
*Student Achievement
Community Success*