

# FEDERAL WAY PUBLIC SCHOOLS

Educational Service Center  
33330 8<sup>th</sup> Ave S  
Federal Way WA 98003

## 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 by March 31.

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

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

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

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

**The following items must be submitted to the Federal Way Public Schools before an approval/denial to place student in 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 number of students completing their academic year in the United States, the number of students returning home prior to completion and, if known, reasons why, the academic performance of the sponsored students, etc.,
- A minimum of two (preferably local) host family references, including names, addresses, and phone numbers,
- Evidence of the organization's current affiliation with the Council on Standards for Education Travel (CSIET),
- Evidence of the organization's current registration with the Secretary of State of Washington.

FWPS will not review prospective foreign student applications submitted by organizations that have not been pre-approved. Please contact Patty McDugle at (253)945-2098 or [pmcdugle@fwps.org](mailto:pmcdugle@fwps.org) for clarification or additional information.