



Contacting Schools

Prior to contacting the school, go to the school district's website under school board policies before calling to review their policies. Go to: district > school board > policies > students ... then hit ctrl f for the search option and type in "exchange student". This should take you to the policies about exchange students. When talking to the decision maker, you can mention that you reviewed their policy and wanted to confirm the following; and if you weren't able to go to their website before making the call, in the course of your conversation, be sure to determine the following:

- 1. With whom should we work moving forward through the approval process.*
- 2. How many students do they accept per year and, if applicable, per organization.*
- 3. If they are comfortable accepting one-semester students.*
- 4. Their deadline to accept students.*
- 5. Is there anything further we can do to make this process a smooth one for the school and the staff.*

Call the main phone number of the high school and introduce yourself:

This is _____, I'm a local Area Representative with Pan Atlantic Foundation. May I speak with the person in charge of the acceptance and enrollment of exchange students?

Then when you get the correct person:

My name is _____, and I'm a local Area Representative with Pan Atlantic Foundation. We're a non-profit organization that places international exchange students with local families and schools. I'm calling to introduce myself, answer any questions you may have for me, and review your current policies to see how we can work best together to create a smooth process for you and your staff.

They may want to know if we are certified through Council for Standards on International Educational Travel (CSIET). The answer is that we are in good standing and fully listed with CSIET, and you can send them documentation regarding the same.

After talking on the phone, follow up with an email thanking them for speaking with you. You may send anywhere from one to all of these documents based on your conversation with the school: CSIET certificate, the general school introduction letter, Department of State Letter to School, and a student full application. Below is an sample email:



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Dear Principal _____ or Superintendent _____ etc.

Thank you for taking the time to talk with me today regarding exchange students. Attached please find our CSIET certificate, an introduction to Pan Atlantic Foundation, a letter from the Department of State, and an example of a student application (this file is password protected and the password is "cake").

I look forward to working with you to bring the world to your school and community!

Sincerely,

*Your Name
Area Representative
Pan Atlantic Foundation
Your Phone Number*