



## **PLACEMENT NOTIFICATION CHECKLIST**

### **All Notifications**

- Host Family preferred airport.
- Preferred student orientation-or just a general sense of school start dates, the family's schedule, etc so we can use that info to determine the best orientation if you are not sure.
- Is the student bedroom in a basement?
- Does anyone in the home share the same native language as the student?
- HSE, if available.

### **Notifications where school has not been entered previously**

*All the school information is NOT required, but it is oh so helpful to us in processing this placement if you can enter even just some of it!*

- School Website
- School Physical Address
- School Mailing Address, if different
- School start/end date (Approximate)
- Description of School (can be taken from website)
- Size of student body
- School Deadlines, if applicable
- School Policy (upload if available)
- School Photo (can be taken off website)
- Name and contact information for school administrator