



Shannon J. Wiggs, Assistant Superintendent
14015 62nd Avenue NW Gig Harbor, WA 98332
253 530.1009 253 530.1010 fax wiggss@psd401.net

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To Interested Foreign Exchange Agencies:

To clarify the application process for placing foreign exchange students in the Peninsula School District, I am providing you with the following information.

- Agencies must complete the *Educational Foreign Exchange Organization Application and Assurances (Form 3142.1)*, which can be downloaded from the Peninsula School District website www.psd401.net. The application and assurances must be completed and returned to Shannon Wiggs at the Peninsula School District office no later than April 1st.
- By April 15th each agency will be notified in writing as to whether their program has been approved or denied.
- **Agencies will be allowed to place one student for the 2009 – 2010 school year.**
- At that time, approved agencies may download the Student Application packet from the Peninsula School District website www.psd401.net. The Student Application packet must be completed and returned to the district office prior to May 15th. The district will then review student applications and issue approval. Agencies will be notified by June 1st if the student has been accepted by the district.
- Peninsula School District's *Policy 3142 - Exchange Students* can be found on the district website under the *School Board* tab.

My hope is that by providing you with this information, Peninsula School District's procedures will be clear and easy to follow. Please call me at (253) 530-1007 if you have further questions.

Sincerely,

Roxann Tallman
Executive Assistant
Learning and Teaching

