



## **BC - Quebec Exchange Program**

### **School Participation Request Form**

To participate, each school must nominate a sponsor teacher who will coordinate the program within the school. Each sponsor teacher can be responsible for up to five participating students. Sponsor teachers receive a stipend based on the number of students they are responsible for.

Interested students need not be identified before submitting the School Participation Request Form. There is no penalty if a school signs up but is unable to recruit student participants. Student application does not guarantee participation.

**Please review the information on the next page before signing.**

School District Number: \_\_\_\_\_

School Name: \_\_\_\_\_

Grades taught at your school: \_\_\_\_\_

\*\*If students will be attending different schools in the application year (grade 9 or 10) and the exchange year (grade 10 or 11), both schools must submit this form, and each must nominate a sponsor teacher. If this is the case at your school, please enter the name of the school that students will be moving to or from here: \_\_\_\_\_

Sponsor teacher name: \_\_\_\_\_

Sponsor teacher's email address: \_\_\_\_\_

Sponsor teacher's preferred phone number during the school year: \_\_\_\_\_

Principal's name: \_\_\_\_\_

Approved (Principal's signature): \_\_\_\_\_

Must be submitted by December 15<sup>th</sup> of the year before the exchange year.

Please return to: [echanguebec@cjfcb.com](mailto:echanguebec@cjfcb.com)  
Provincial Coordinator



## Information for schools about the BC – Quebec Exchange Program

### **BC students cannot participate in this program without the approval of the school administration**

- the school must fill out the *School Participation Request Form*.
- the principal must sign each student's *Application Form* and *Interview Questionnaire*.

### **A school that chooses to participate in this program agrees to:**

- appoint a member of the teaching staff who is fluent in French to be the sponsor teacher;
- accept Quebec exchange students within the school for the three-month exchange period and waive any fees and other school costs for these students;
- collect personal information by means of the application process prescribed by the Ministry;
- form a committee responsible for evaluating the applications, selecting candidates and forwarding the ranked recommendations to the Ministry;
- destroy the personal information concerning the applicants and the members of their family at the end of the school year;
- provide counselling or assistance should the Quebec student require help adjusting to the new school.

### **A teacher appointed as a sponsor teacher agrees to:**

- promote the program at the school, and advise students about the program;
- accept completed application forms from students;
- conduct in-home interviews with student applicants and their parents;
- rank the students' applications and send them to the Ministry of Education by Feb. 28;
- assist Quebec students with course selection;
- ensure the assessment report is completed by the BC teachers and that the Quebec students receive a copy before they return home in December;
- assist the BC students and their families with academic planning for the exchange year;
- conduct an evaluation (by phone) when the BC student is in Québec;
- contribute to the successful administration of the program, as needed.

For more information about the program, please visit: [www.cjfc.com/activities/programmeechanges](http://www.cjfc.com/activities/programmeechanges)