INTERNATIONAL PLACEMENT AGENCY AGREEMENT
2024-2025 CALENDAR YEAR

As an authorized representative for _____

<div align="center">(Name of Agency)</div>

I will ensure that our agency follows all policies and procedures pertaining to the admission and acceptance of international students to the North East Independent School District. In addition, I fully understand that if the student fails to abide by the laws and/or policies pertaining to student attendance and behavior, the student's enrollment may be terminated.

Our agency will comply with the following procedures:

- ✓ All requests and applications will be submitted to the Pupil Personnel Services department (PPS), not the individual school.
- ✓ Host family and student must have a phone conference with a Hearing Officer in order to obtain the official "Central Office Registration Admittance Form".
- ✓ Foreign exchange students will not attend any school in the NEISD prior to receiving the official "Central Office Registration Admittance Form".
- ✓ PPS shall be notified immediately of changes in agency representative/program coordinators.
- ✓ PPS shall be notified immediately of any changes in host families or emergency information after initial placement.
- ✓ PPS shall be notified immediately of the student's intent to transfer to another school, program, end program early or extend it.
- ✓ The agency shall inform host families of the proper procedures for enrollment and withdrawal in the NEISD.
- ✓ The agency shall ensure that the student returns all books and material prior to his/her withdrawal from the school.
- ✓ The agency/student/host parents release the school and NEISD from all claims and liabilities that may arise during the student's stay.

Failure to comply with the above mentioned conditions may impact on your agency's future ability to place international students within the NEISD.

Representative's Name: _____

Address of Agency: _____

Phone: _____ Email: _____

Signature: _____ Date _____

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Please email this form to Pupil Personnel Services
Email: vbarri1@neisd.net

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