

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 are entitled to up to five days of release time covered by the Ministry, depending on the number of participating students at the school.

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: \_\_\_\_\_

Approved: \_\_\_\_\_

Principal's Signature (electronic signature preferred, if possible)

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

Please return to: [EDUC.QuebecExchange@gov.bc.ca](mailto:EDUC.QuebecExchange@gov.bc.ca)  
Provincial Coordinator, French Education Branch  
Ministry of Education

## 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.gov.bc.ca/quebecexchange](http://www.gov.bc.ca/quebecexchange)