

Reciprocal Student Exchange

Completing the Approval Form

One-to-one Reciprocal Student Exchanges

As defined in the [Funding Manual for School Authorities](#), a one-to-one reciprocal student exchange is a recognized exchange program where an Alberta resident student attends a school in another province or country and changes place with a student from that province or country. The student from the other province or country must attend the Alberta student's resident school authority in the same school year. If the students are in high school, the exchange must occur within years 1-3 of high school and not in year 4. The reciprocal exchange must be confirmed by the International Education Services Branch of Alberta Education prior to approval for funding.



Student Funding

To encourage student exchanges, Alberta Education continues to fund Alberta students who are participating in one-to-one reciprocal student exchanges although they may be absent from their Alberta school. The funding that the Ministry provides for the temporarily absent Alberta student ensures that school jurisdictions are able to receive the incoming exchange student without bearing additional educational costs.

To maintain funding for the outgoing Alberta student, this form must be completed and submitted to:

Alberta Education's International Education Services Branch.

Sometimes when students switch places, the Alberta student may be placed in a school that was not their partner's home school and/or the partner may be placed in a school that was not the Alberta student's

home school. In these situations, the Alberta student will still be funded by Alberta Education providing that:

- The incoming partner student remains in the same school authority as the outgoing Alberta student
- The arrangement is approved by the Alberta school authority
- The exchange organization is the same

Roles and Responsibilities

The completion of the reciprocal student exchange form requires input and approval from different stakeholders.

The form is only needed if the exchange is one year long.

The Exchange Organization and/or the Exchange Participants and their Parents

The exchange participant and his or her parents are responsible for providing information about the exchange and evidence that both families consent to participate. If an organization is coordinating the exchange, that organization must be named and contact information must be provided. If two families organized the exchange, indicate *private exchange* in space designated for the exchange organization. Once the exchange participants complete the form, it should be forwarded to his or her principal for approval.

The Alberta Principal

By signing the form, the Alberta principal approves the Alberta student's temporary absence and, where applicable, agrees to admit the partner student into the school.

The Alberta School Authority

Alberta school authorities are responsible for verifying whether the exchange meets the criteria of a one-to-one reciprocal exchange, as defined in the [Funding Manual for School Authorities](#). By signing the form, the school authority representative is stating that to the best of his or her knowledge, the exchange is reciprocal and that the school authority is willing to admit the incoming exchange student. The school authority may then forward the form to Alberta Education.

If the incoming partner student will not be attending the home school of the Alberta student, the school jurisdiction representative should forward this form and any other relevant exchange information to the principal of the school that will be admitting the partner student.

Next Steps

Return completed forms by **September 30 of the year the student will be away** to:

International Education Services Branch –
Alberta Education
Main Floor, 44 Capital Boulevard
10044 108 Street
Edmonton, AB T5J 5E6

Upon receipt of the application form, Alberta Education will confirm that the exchange meets the requirements for a reciprocal exchange. It will track the exchange, along with others in the province to ensure that funding is disbursed appropriately.