



STUDENT MOVING PACKET INSTRUCTIONS

As a student in the Diocese of Davenport International Program there are certain rules and regulations to follow when a student wants to move to another host family.

It is the responsibility of the student, with the help of the school advisor, to complete and submit the proper forms 2 weeks prior to wanting to move. This has to be approved by the Diocese of Davenport PDSO prior to the student physically moving in with another host family.

To ensure the safety of our students we require the following documents to be completed and it is our responsibility to know where the student is while on the I-20 with our program.

Rules:

1. A student should not move to another host family without prior approval and talking to a school advisor or PDSO.
2. A student will not be granted a host family move without proper documentation and a meeting conducted with the student and school advisor/program coordinator. Most situations can be resolved without a move for the student.
3. If a student is being harmed, sexual abuse, physical or mental abuse, the student should be removed immediately. The school advisor/program coordinator/PDSO immediately and proper authorities should be contacted immediately.
4. A student should not ask to be moved to another host family because they are asked to do chores, eat with the family, etc. These are part of our culture and the host family wants to engage with the student.
5. All people living in the household over the age of 18 has to complete our Safe Environment Program and submit a background check.
7. Students cannot live with college age students.

Failure to complete the proper forms or move to another home without the proper permissions can result in termination of your I-20/F1 status with our program.



STUDENT MOVE REQUEST FORM

(This form does not guarantee a student is eligible to move)

Student Name: _____ School: _____

Country: _____ SEVIS ID#: _____

Local School Coordinator: _____ Agency: _____

Host Family Information

Type of Placement: Permanent Welcome (specify length) _____

Parent 1 Full Name: _____ Mother Father

Parent 2 Full Name: _____ Mother Father

Address: _____ City/State/ Zip: _____

Home Phone/Cell Phone: _____ Email: _____

Preferred Move Date: _____ *Preferred Move Date will be requested but cannot be guaranteed

Additional Documents

To finalize the placement, the following documents must be completed before the student can live in the home.

*required for anyone over the age of 18 living in the household.

- Register with www.virtus.org
- Complete the Protecting God's Children training video
- Complete and clear a background check

REQUEST REASON FOR MOVE

Date of Move: _____

Alleged inappropriate host family
behavior
Student behavior issue
Change of school

Death or illness of host family
member
Environmental disaster
Financial circumstances
Geographic reasons

Quality of home
General incompatibility
Temporary/welcome to
permanent
Other- provide explanation:

SCHOOL INFORMATION

Is the student changing schools? No Yes, see below:

School Name: _____ Principal: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email of contact: _____

Student Signature: _____ Date: _____

Local Coordinator: _____ Date: _____

School Advisor: _____ Date: _____

By typing my name in the signature lines above, we attest that all information has been given to the best of our knowledge and we agree to all terms and conditions of the Diocese of Davenport.



Address Change Form

Last Name / Surname	First Name	Middle Name	Preferred Name
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Current Address:

Street	City	State	Zip Code
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New Address:

Street	City	State	Zip Code
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Effective Date: _____ **Will you be living with another host family?** _____

Names of the new host parents? _____

Background check paperwork has been submitted to the PDSO? _____ Yes _____ No

****Background check needs to be complete and cleared before the student can move to new address***

Reason the student is moving? _____

****Student has to have permission to move to another host family and a reason needs to be presented.***

Student Signature

Date

School Representative/Counselor

Date

****This form should be completed by the school representative and the student, signatures required before sent to the PDSO at the Diocese of Davenport. Failure to report an address change can result in termination from the program.***

Date form sent to PDSO: _____

****The student must reside at the address listed above until permission is granted or it will result in termination of F1 status with the Diocese of Davenport.***

If this is a physical abuse situation please report it immediately and notify authorities. PDSO needs to be made aware of the situation asap.