



Host Family Change Request Form

Student Name		Host Family	
Grade		School	
Date of Request		Student Coordinator	

This form is the document of record for a host family change request and is required before a change of host family is considered. Completion of this form alone does not guarantee that a host family change will be made. Upon receiving the form, RH staff will schedule a home visit and evaluate the situation. This form is confidential and will not be shared with the host family without the student's consent. .

Description of the situation

Please give us a detailed explanation of why you are requesting a host family change. Your feedback will be evaluated by our staff. It is very important for you to give us a many details as possible. Be specific.

Priority	<input type="checkbox"/> 1 – Critical: “I need to change host family right away.” <input type="checkbox"/> 2 – High: “The situation is fine now, but I would like to change host family as soon as possible.” <input type="checkbox"/> 3 – Normal: “The situation is fine now but, I want to a host family change next semester.” <input type="checkbox"/> 4 – Low: “I want to schedule a home visit to resolve conflicts. I may request a host family change in the future.”
Expectation for new host family	Please write down your expectations/requirements for a new host family. Please note that not all your requirements may be fulfilled.
Additional comments	
Student Signature	

For Staff Use Only

Date of home visit: _____ **Staff member(s):** _____

Findings: _____

Corrective Action(s): _____

Decision: _____
