



R2. Records Folder for Counsellors and Host Families – All Programmes



R2A.The Counsellor Records Folder ([download here](#)) and *R2B.The Host Family Records Folder* ([download here](#)) are electronic folders which gather all the documents relating to each respectively.

The Folders are maintained confidentially by the DYEO for the duration of the exchange, at which time they are stored electronically as one file by the DYEO and the record retained indefinitely.

Contents

CP6A: Agreement for Working in Youth Exchange. (if required)

CP6B: Request for a Reference for Working in Youth Exchange (If required)

References received in response to CP6B

IB5: Host Family Registration Form

IB10; Records of Concern – if completed for a student.