

R3A. The Outbound Student Records Folder ([download here](#)) is an electronic folder which gathers all the documents relating to an individual outbound student. It contains a defined collection of files as indicated below (those printed in blue should be customised by DYEOs) as well as any additional documents relating to the student. Any hard copies of documents will need to be scanned in.

The Folder is made available by the DYEO on Dropbox for the duration of the exchange and access to it is given only to the Club YEO in order to assist with the student's preparation for the Exchange of the student. At the end of the exchange the Folder is stored electronically as one file by the DYEO and the record retained indefinitely.

The purpose of this folder is to provide everyone responsible for the student, with sufficient information to support the student, while observing best practice regarding data protection.

Contents

Student's Application Form

Guarantee form with significant contact details - Host family/Counsellor

OB6D: Officers in Sending District – Admin Year & Exchange Year (completed by DYEO/CYEO)

Consent for Photography/Video - signed by student & parent

Miscellaneous Correspondence as applicable

Student's Quarterly Reports (LTEP)

Post Exchange Evaluation Report