

2018 Inbound Processing Instructions

** **COMPLETE YOUR PROCESSING WITHIN 30-45 DAYS. Your student is waiting to hear from us!!!**

** Your Inbound student application is on the YEAH Hub.

** No Hand-written material will be accepted. Use latest versions of fillable pdf files found in the YEAH Documents tab.

** Blue ink is NOT necessary for signatures.

** School “seal” is NOT required.

Receive Inbound student assignment, with access to online student application through YEAH

Identify first Host Family, and have them complete on-line application:

www.rye6220.org (Host Family / “Host Family online application”), or

www.csrye.org (“Forms” / “Host Family Application”), or directly here:

https://yehub.net/cgi-bin/CEN_get.cgi?pgid=aphf1

RYEO conducts initial host family visit to verify online application (photos, etc.). Report findings on YEO Portal or YEAH Hub (*Home Visit/Interview Report*).

Send NAME and EMAIL of host parents and others age 18 or over in the home for background checks to Student Protection Officer Roger Bentlage at bentlage@tds.net.

Complete **ON-LINE fillable Guarantee Form** (in YEO Portal or YEAH Document tab).

Do **NOT** use the Guarantee Form included in student packet.

a. Fill and Print Guarantee Form (2 copies -- one for you, one to send to District)

b. Get signatures of Host Club President, Host Club YEO, School Official on both copies

Complete **ON-LINE fillable School Enrollment Form** (in YEO Portal or YEAH Document tab)

a. Fill and Print School Enrollment Form (2 copies)

b. Get signature of school official (School seal NOT required)

c. Place one copy of School Enrollment Form on file with school office.

Mail ONE copy of Guarantee Form, and ONE School Enrollment Form to:

Ernie Moore

RYE District 6220 Chair

111 W. Arch St.

Ironwood, MI 49938

(Please do not require a signature for delivery)

Before the student arrives, conduct in-home Host Family Orientation Checklist with host family (in YEO Portal or YEAH Document tab). Mail or email completed Orientation Checklist to Ernie Moore (districtchair@rye6220.org).

With 45 days of placement, conduct in-home interview on Portal or Hub (*Follow-up Visit Report*).