



CHANGE OF PLACEMENT

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For every move/change of placement, please complete this form and fax it to the national office **BEFORE** the student moves. Please have the student take his/her student packet along to the new family (and school, if school changes). If for some reason, the student is unable to secure the packet prior to the move, please mark below if a new packet needs to be sent.

From: _____

Student's Name: _____

Date: _____

Country: _____ (Circle One: Aug or Jan)

► **REASON for MOVE/CHANGE: (please check one)**

- Permanent Placement** (previous host was only a welcome or temporary family)
- “Temporary” Placement** (pending move into another/permanent family)
- More Suitable Host Family** (student was the main reason for the move)
- More Appropriate Host Family** (host family was the main reason for the move)
- Other (Please specify)** _____

► **DATE of MOVE/CHANGE:** _____

“OLD” Host Family Name

“NEW” Host Family Name

Phone Number

Phone Number

Street Address

Street Address

City, State, Zip

City, State, Zip

“OLD” School

“NEW” School

Street Address, City, State, Zip

Street Address, City, State, Zip

Contact & Telephone

Contact & Telephone

► The following documents **MUST BE COMPLETED PRIOR TO THE STUDENT'S MOVE!** 1. Host Family Application 2. HF Visit Form 3. Recommendations (2) 4. Photos (3) 5. Criminal Background Checks (must be run in the national office **PRIOR** to the student's move.) 6. New school acceptance, if necessary.

New Airport, if any: _____

New packet(s): Host family School

Coordinator: _____

Local Representative: _____