



# CHANGE OF PLACEMENT

Nacel Open Door, Inc.  
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For every move/change of placement, please complete this form and fax it to the national office, **prior** to the student's moving, or **immediately** thereafter. 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 should be attached, or forwarded as soon as possible: 1. Host Family Application 2. HF Visit Form 3. (3) Recommendations 4. (3) Photos 5. Criminal Background Authorizations 6. New school acceptance, if necessary.

**New Airport, if any:** \_\_\_\_\_

**New packet(s):**  Host family  School

Coordinator: \_\_\_\_\_

Local Representative: \_\_\_\_\_