Information Gathering Form for Issues Concerning International Students



Association for Teen-Age Diplomats

This form should be used by Program Chairs to document any issues involving International Students and/or their Host Families which require investigation and/or mediation. Please use additional sheets of paper as necessary and attach.

International Student Name:	

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Program Chair Nam	e:		

Meeting Dates:

Host Family Name:

International Student alone:_____

Host Family alone: _____

International Student and Host Family together:

- 1. Situation/issues: Describe specific incident(s) objectively and factually, including dates and numbers of times behavior occurred:
- 2. Student perspective:
- 3. Host Family perspective:
- 4. Are there additional Host Family concerns (e.g. recent death, serious illness, unemployment, internal conflict, etc.)?

- 5. Are there additional International Student concerns (e.g. problems in the natural family, unrealistic expectations, medical, language, etc.)?
- 6. Are there any school issues (e.g. grades, motivation, frequent absences, social activities, etc.)?
- 7. Are there other involved persons (e.g. neighbor, friends, police, etc.)? If yes, please indicate name and relationship of all others involved. If their perspective is obtained, please attach an additional sheet of paper with a summary.
- 8. What have the International Student/Host Family already done to solve the problem?

Plan of Action Action	Responsible Party	Deadline/Timeline	
International Student Signature	Date		
Host Family Signature	Date		
Host Family Signature	Date		
Host Family Signature	Date		
Host Family Signature	Date		
Program Chair Signature	Date		
Additional ATAD Board Member	Date		