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Guidance Directive 2008-03

Guidance Relative to the Secondary School Student Category

Reports Due to the Office of Exchange Coordination and Designation

- 1. Annual Report** – The Annual Report is due to the Department by July 31st and must cover the previous July 1 through June 30 period. Annual Reports must be completed in SEVIS and must include the narrative of program activity. Upon completion, please print and mail the report to the Department.
- 2. Placement Reports** – Fall placement reports are due to the Department on August 31st. Spring semester reports are due January 15th. **This year, the due date falls on a Sunday and the following business day is a public holiday. The Fall 2008 Placement Report is due to the Department by close of business Tuesday, September 2, 2008.** Placement reports are to be filed electronically using the attached template. The completed report is to be sent to PlacementReports@state.gov.

Please note: sponsors who are Department of State, Bureau of Educational and Cultural Affairs grantee organizations should not include the grant students in their placement reports.

- 3. Incident Reporting Requirements** – Sponsors are required to report immediately to the Department incidents that fall into these areas:
 - 22 CFR 62.13(b) Serious problem or controversy;
 - 22 CFR 62.25(m)(1) Any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student participant. Attached is a template for convenience in reporting these incidents. Use of the template is not required but it contains the fields of information the Department expects to receive.

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for Private Sector Exchange