How to enter a 'Placed Without Papers' (PWP) and 'School Placed' (SP) Request in Global Link
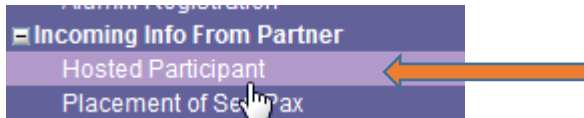
Requirements for a PWP request:
  a. Host Family Name, if host family does not have a service case an alternative option is available
  b. School Name

Requirements for a School Placed request:
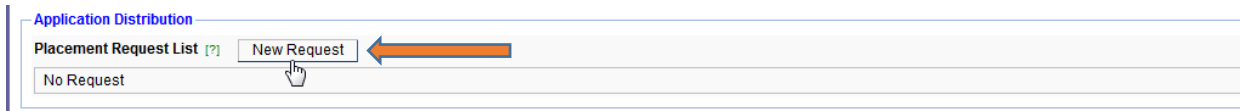 a. School Name

1. Retrieve the student from the **'Hosted Participant'** search screen

2. Click on the **'Placement'** link of the student

No.	IOC	Program Code	Service Ref.	Main Org.	Area Team	Applicant	Gender	Service Info	Source	Online App	Placement (F,O,T,L)	Pending Requests	Progress
1	AUT	YPscNH14	13-02659	New York Gateway Region		Cejnar, Philip (Cejnar, Philip)	M	Sending-Preparation-Open	OI	Schoolprogram FullApp / Transferred	A (0, 0, 1)	0	Regionally Available

3. Scroll down to the Application Distribution section and select **'new request'**

4. Select the **'request type'** from the drop down, 'placed without papers' or 'school placed'

5. **Assign the Host Family:**

    a. Search for the host family by clicking on the magnifying glass:

Placement Request	
Requester	Hoolihan, Anne
Request Organization*	Heartland KS Area Team 📷
Request Type	Placed without Papers ▾
Placement Duration	○ Year ○ Semester ○ Welcome
Reason for Request	

** Both Family and School must be selected before Placement Request can be saved.

Family Placement	School Placement

Family Name	📷
Family Service Ref.	

    b. And searching by first/last name OR Service Ref # and selecting the bubble next to the host family's name. Note: this list defaults to Service Cases in your assigned 'Main Org'

Family Search

Legal First Name (Native language)	Last Name (Native language)	Last Name (English)

Service Ref.	Max Results		
	25 ▾ ☐ Show all Host family	Search	Cancel

	No.	Program Code	IOC Code	Service Ref.	Native Name	English Name	Area Team	City	State	Service Stage	Active Placement
○	1	YPscNH14	USA	13-23274	Crimmins, Laurie	Crimmins, Laurie	Heartland KS Area Team	Topeka	KS	Inquiry	0
○	2	YPscNH14	USA	13-25882	Haus, Joan	Haus, Joan	Heartland KS Area Team	Manhattan	KS	Preparation	1
○	3	YPscNH14	USA	13-30479	Blumanhourst, Douglas	Blumanhourst, Douglas	Heartland KS Area Team	Wichita	KS	Preparation	1
○	4	YPscNH14	USA	14-00333	Myers-Bowman, Karen	Myers-Bowman, Karen	Heartland KS Area Team	Manhattan	KS	Preparation	1

    c. If the family does not have a service case open they will not appear in the search screen. Please select the last bubble on the list, 'Service Case, Does Not Exist' until the service case is created. Note: The TDS will be responsible for creating the Service Case and selecting the family in the request screen prior to 'accepting' the request.

	No.			Service Ref.	Native Name	English Name	Area Team	City	State	Service Stage	Active
○	29	YPscNH14	USA	14-14986	Service Case, Does Not Exist	Service Case, Does Not Exist	Heartland KS Area Team	Satanta	KS	Application	1

    d. Once the family has been selected, press **'Selected Host Family'** at the bottom of the box, this will auto fill the 'family placement' tab of the placement request screen

Selected Host Family

Family Placement	School Placement

Family Name	Bridges, Nancy
Family Service Ref.	14-05239
Family Address	████████████████ Manhattan, KS, 66503
	Please include street address, city, state, and zip.
Family Email	████████████
Family Phone	████████
Children's Names/Ages	Name: Ronald Bridges ██ years old ;Name: Nancy Bridges ██ years old ;
Parent Occupation	Education-Teaching
Family Information	Please give the student more information about this family. What are their hobbies? Do they have pets? How many children are at home? What is the community like?

6. **Assign the School:**

    a. Click on the **'School Placement'** tab and search for the school the student will attend by clicking on the magnifying glass and searching.
    Note: this is the only requirement for a 'school placed' request, host family name is not required.

Placement Request

Requester	Hoolihan, Anne
Request Organization*	Heartland KS Area Team
Request Type	Placed without Papers
Placement Duration	○ Year ○ Semester ○ Welcome
Reason for Request	

** Both Family and School must be selected before Placement Request can be saved.

Family Placement	School Placement

School Name	
Organization Ref.	
School Contact	
School Address	
School Phone	

    b. You can search by school name, city, zip code, state, organization ref # and Area Team

School Search

School Name	City	Zip Code	State	Organization Ref.

Org. Type	Area Team		Max Results			
All			25	Search	New	Cancel

	No.	Org. Ref.	IOC	Organization Name	Org. Type	Chapter	Area Team	City	State	Zip
○	1	11-06692	USA	21St Century Learning Academy	School		Heartland KS Area Team	Mullinville	KS	67109

c. Once the school is found, select the bubble next to it and press **'selected school'**. The school info on the 'school placement' tab will auto fill

d. If the school does not exist in Global Link, press 'New' and follow the on screen instructions to add a new school

7. Click **'Save'** at the bottom of the Placement Request box to enter the PWP or SP request

Note: The Request cannot be saved without the required host family and/or school names (see top of this checklist for requirements for each request type)

8. The new PWP/School Placement Request is now entered as a **'New' Request'**, under Application Distribution on the Placement Detail page