

It's very important to **End the Exchange in YEAH**, as this lets our Asst. Responsible Officer (JR Thompson) know to contact the State Department and let them know that our student is on the way home. So once your student makes it to the airport and is on the plane, I would like you to do the following in YEAH.

Go to the Inbound Student, select **Inbound Student Options** in the upper left, then **Administrative Options**, then **End Exchange**. see pic below.



Then you can End the Exchange by filling out a simple Form.

A screenshot of the 'End Student's Exchange' form. The form has a light yellow background and a blue header bar with the text 'End Student's Exchange'. Below the header, the student's name 'Curra, Fiorella (Fiore)' is displayed in blue text. There are two input fields: 'Select Status:' with a dropdown arrow, and 'Exchange End Date:' with a date picker icon and the format 'MM/DD/CCYY'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

You are done! Too easy. The hard part is remembering to do it. Maybe put it in your calendar?