



Status Report

The Status Report document is intended to be an on-going report. Please add to this document continuously, resave and email to your DPM after every face to face visit with your assignee during your program delivery.

When services are completed, please upload your Final Status Report in IRMA to close out the program.

Assignee		Program Confirmation Received	
Company		IOR DS Consultant	

Date	Initial Tasks
	Send introductory email to assignee / Pre-Arrival Checklist
	Have introductory call
	Send Preliminary Agenda before first meeting cc: DPM & Authorizer as applicable
Area Tour/Orientation	
Date	Tasks
	Send Preliminary Agenda to assignee <i>in advance of</i> orientation meeting, if applicable cc: DPM & Authorizer as applicable
	Review Welcome Packet (if applicable)
	View sample properties
	Identify local grocery stores, medical facilities, schools etc.
Notes:	
School Support	
Date	Tasks
	School research
	Schedule school visits (if school allows) School Name: School Address: Type of School: Est. Commute Time from Home: School Contact: Tuition Amount: USD
	Send Preliminary Agenda to assignee <i>in advance of</i> school visits cc: DPM & Authorizer as applicable
	Arrange for physical (as needed)
	Assist with registration/enrollment
	Reminder to assignee to bring home country school records & immunizations
	Support with school supplies, uniforms etc.
	Confirm School Support is complete
Notes:	



Settling – In	
Date	Tasks
	Open bank account
	Government registration or Social Security (for U.S. programs)
	Cell Phone Support
	Renter & Auto Insurance info
	Medical info
	Rental Furniture (if applicable)
	Community orientation
	Shopping/hobbies/other
	Driver’s license (resources / exam)
	Confirm Settling in support is complete (DL can still be pending)
Notes:	
Home-Finding	
Date	Tasks
	Obtain Letter of Employment (if applicable)
	Research & schedule rental property viewings
	Send Preliminary Agenda to assignee <i>in advance of</i> housing tour, cc: DPM & Authorizer as applicable
	View rental properties
	Submit unsigned Lease to DPM for Lease Review Checklist
	Lease Review Checklist shared with Assignee / Assignee’s initials requested (send signed doc to DPM)
	***Please ensure that the assignee is comfortable with the street noise and surrounding areas before signing lease
	Lease Signing Date
	Email fully Executed Lease to DPM/Authorizer as applicable
	Provide utilities information & assistance
	Conduct Property Inventory Move In Checklist and take photos
	Emailed signed Prop Inventory with photos to DPM/Authorizer as applicable
	Explain appliances, furnace, smoke detectors, thermostat, water shut-off, and other house mechanicals
	Confirm home search is complete
Notes:	

