

Guidelines for Foreign Exchange Students

- The exchange organization will provide the School Board Office with an information packet. This packet must include:
 - personal letter from the student,
 - detailed information on student and natural family,
 - proof that the student has sufficient language ability to function in an American classroom,
 - original transcript of student's high school grades, with English translation which must meet school requirements, for placement, and
 - necessary medical history, including proof of immunization as required by the school district, any medical/physical restrictions and a recent physical exam with proof of required immunizations. The School Health Coordinator will review the health records prior to admission.
- Foreign exchange students must be placed through an exchange organization that is listed in the Council on Standards for International Educational Travel Advisor List. (www.csiet.org)
- Once the packet has been reviewed and meets all the requirements, Linda Galloway will send the original packet to the appropriate school.
- The principal will approve placement based upon classroom size. The exchange student will be placed in classes that are appropriate based on the transcript.
- The principal should return the approval form to Linda Galloway at the SBO. A copy of the signed approval with a confirmation letter will be mailed to the exchange organization.
- Exchange students have all rights and privileges accorded to community students – EXCEPT the right to a diploma.
- Exchange students are expected to pay all normal expenses, including standard course and extra-curricular activity fees.
- Exchange students must be aware that participating in interscholastic athletic teams means they must comply with district and state athletic eligibility regulations, and that many teams require try-outs.
- Exchange student's enrollment eligibility will be for one year only.
- Exchange students and host families are expected to know and must follow all school policies and rules.
- The school will make every effort to integrate foreign exchange students into the school's fabric. In turn, schools shall encourage foreign exchange students to participate enthusiastically in school activities, to make friends, to make a personal contribution to the school. They can help spread the word about their country and themselves, informally and by making presentations in classes and to community groups and talking to media when asked.