

GUIDELINES FOR SHORT-TERM CULTURAL FOREIGN STUDENT VISITORS

The Following requirements for admission of a requesting agency to place Short-Term Cultural Foreign Student Visitors have been established based on new School Board Policy 5S-002 Registration and Pupil Accounting Procedures section 2.21 which states:

The Director of Admissions shall establish requirements a requesting agency shall meet prior to allowing a sponsored exchange student to visit classes in a District school

PROCEDURES AND REQUIREMENTS OF SHORT-TERM CULTURAL FOREIGN VISITORS

1. All agencies that wish to place Short-Term Cultural Foreign Student Visitors are based on application and approval by the Director of Admissions in the Student and Family Resources Department. All Requesting agencies must contact the Director of Admissions, Brad Christensen bchristensen@dmail.net 801-402-5159 for final application approval. Applications or requests through building Principals will delay the approval process required from the Director of Admissions.
2. Short-Term Cultural Foreign Visitor host agencies must meet with the Director of Admissions prior to approval of Student Visitors and provide records and documentation to the Director of Admissions and building principal of each Short-Term Cultural Foreign Visitor.
3. The High School Principal may choose to not accept Short-Term Cultural Foreign Student Visitors.
4. Requesting Agencies must provide proof that all Cultural Foreign Student Visitors have been sponsored and properly screened by an agency vetted and approved by the Director of Admissions.
5. Short-Term Foreign Visitors may be permitted to visit schools only when their native language of their country of origin is associated with an academic subject offered at the school.
6. All Short-Term Foreign Student Visitors not accompanied by a parent or guardian must have the following documents included in the application by the agency approved by the Director of Admissions:
 - a. Agencies must provide itinerary including proof that all Short-Term Cultural Foreign Student Visitors have been properly screened and interviewed by their educational institutions, the hosting agency, and the chaperones.

- b. Hosting agencies will provide the Director of Admissions and building Principal a current Itinerary for each Foreign Visitor, a current list of all Foreign Visitors, host families, chaperones, and shadow students with current contact information including phone numbers, addresses, and email contact information of all host families and chaperones.
- c. Foreign Visitors will attend only one school during the short-term visit
- d. Proof of Insurance must be provided to the Director of Admissions
- e. Recommendations from teacher(s) or Principal; hosting agency
- f. Health records/Immunization; and copy of completed agency itinerary information, related to arrival, planned activities, and departure date.
- g. Student must provide proof of negative Tuberculin (TB) skin test taken within 6 months of visit.
- h. Those not meeting this expectation will be referred to back to the sponsoring agency or individual to return home.
- i. The short-term Cultural Foreign Visitor's primary purpose of school enrollment is to improve the Foreign Student Visitors knowledge of American Culture and language through active participation in family, school, and community life.
- j. Foreign Visitors will not be allowed admittance if they have graduated in their home country.

The Director of Admissions may only consider Short-Term Cultural Foreign Student Visitor applications upon the agency completing the application process and providing appropriate and sufficient records and documentation that the agency has and will continue to comply with all state laws and district policies regarding the acceptance of Short-Term Cultural Foreign Student Visitors.

DAVIS SCHOOL DISTRICT

SHORT TERM FOREIGN EXCHANGE APPLICATION

Please submit all information to Brad Christensen

Director of Admissions bchristensen@dmail.net

Date Agency is requesting Short Term visit: _____

As per policy this visit will only be 5 days in the requested school.

Agency requesting Short Term visit for _____ High School.

Number of students that will be visiting: _____

Agency requesting application: _____

Agency contact Person: _____

Agency contact Phone Number: _____

Local Rep. requesting visit: _____

Local Rep. contact Phone Number: _____

Are you a CSJET certified agency? Yes ____ No ____

How many Chaperone's/shadow adults will be accompanying these students?

What Country are the students from: _____

Please provide proof of Insurance, immunizations, name and address of host parents and a copy of your itinerary.

Applications approved by the Director of Admissions will also require a meeting to finalize all documentation.

Requesting Agency/ Rep. Signature

Date

Director of Admissions Signature

Date