



OFFICE USE ONLY:

High School	_____
Principal Approval	_____
Agent sent HSAF	_____
Registrar's Name	_____
Registrar notified	_____

Requirements for International Exchange Student Packet

Please check the box to indicate each item is in the student packet before sending to Volusia County Schools to be approved. All items must be submitted before the student packet will be considered complete. Only complete student packets will be reviewed. For the 2024-2025 school year, the final decision regarding international student acceptance will be made in July.

The following are required for each International Exchange Student packet:

Student Name: _____ **Home Country:** _____

- 1. VCS annual Notification of Compliance form
- 2. Copy of CSJET certificate
- 3. Agency High School Enrollment form
- 4. Agency Student Information Packet - (example: student name, age, country of origin, family info, photos, diet/general health, academic summary, number of languages spoken, GPA, teacher recommendations, hobbies, etc.)
- 5. Copy of birth certificate or passport with picture
- 6. Evidence of English Proficiency (ELTiS or 4+ years of English on the student’s transcript)
- 7. Official High School Transcripts (original transcripts in home language)
- 8. Official High School Transcripts (translated to English)
- 9. Agency student interview results or teacher/peer evaluations
- 10. Certificate of Health or Physician Evaluation (including dental)
- 11. Official Immunization Records
- 12. Affidavit of Insurance Coverage or copy of insurance card
- 13. Agency Host Family Application – (example: host family name, age, contact information, address, references, hobbies, photos, etc.)
- 14. For students who plan to compete in sports, they must complete the following documents:
 Located on the Florida High School Athletic Association's website (FHSAA) - <https://fhsaa.com/> then select: [Parents]
 - **EL2** (**Pages 1-2** - completed by birth parent)
(**Pages 3-5** - completed by host parent and a State of Florida doctor after arrival)
 - **EL3** (completed by birth parent)
 - **GA4** (completed by birth parent)
 - **EL4** - **this form is not on the FHSAA website**
(completed by school Athletic Director and host parent once the student shows interest in a sport)

Only complete packets will be reviewed by the committee. After **complete** packets are reviewed by the committee, forms will be signed by the Coordinator of World Languages and Special Programs and returned to the agency. **Each packet must be approved by the office of World Languages and Special Programs (386-734-7190 x20569) gkkeller@volusia.k12.fl.us before any student can be placed.** For the 2024-2025 school year, the final decision regarding international student acceptance will be made in July.

Agency Representative Signature

Date

Agent/Contact Email Address

Agent/Contact Phone Number