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## **Guidelines and Procedures for Approval and Enrollment of Foreign Exchange Students**

1. Foreign exchange organizations shall meet the requirements of the Council on Standards for International Educational Travel. Program sponsors are responsible for entering information to register students in the Student and Exchange Visitor Information System. Students must submit a SEVIS form, DS 2019 Certificate of Eligibility for Exchange Visitor Status as part of the application packet.
2. The local foreign exchange organization representative should contact Silsbee High School to secure approval to place the student at Silsbee High School. All required documentation concerning the exchange student should be submitted no later than August 1 prior to the academic year of attendance.
3. If a foreign exchange student is returned to his/her country or is moved to another district, no new foreign exchange student will replace the student withdrawn.
4. Foreign exchange students are accepted for one calendar year, and will not be approved for a single semester.
5. The foreign exchange student is responsible for providing the month/date/year of all regularly required immunizations. Immunization records must be in English and current.
6. The foreign exchange organization is responsible for providing a copy of the student's high school transcript for the entire year. The transcript must be in English and current.
7. Any cost for student records required by the foreign exchange program, or country, is the responsibility of the student.
8. Every foreign exchange student is encouraged to have at least basic skills in writing and speaking English.
9. The host family must be a Silsbee ISD resident, and the host family must enroll the foreign exchange student. The area representative may not handle this procedure.
10. A foreign exchange student must be enrolled for the full day of in-person classes.
11. Foreign exchange students are subject to Silsbee ISD attendance and discipline policies and are expected to participate fully in their classes, including the taking of all required tests.
12. Foreign exchange students will be at least 16 years old by the first day of school in Silsbee ISD.
13. Since this is a cultural experience, earning a diploma from Silsbee High School is not an option.