



OFFICE USE ONLY:

HS _____

Principal Approval _____

Agent sent HSAF _____

Registrar notified _____

Requirements for International Exchange Student Packet

Please check the box to indicate each item is in the student packet before sending it to Flagler County Schools for approval. All items must be submitted before the student packet will be considered complete. Only complete student packets will be reviewed. For the 2025-2026 school year, the final decision regarding international student acceptance will be made in June.

The following are required for each International Exchange Student packet:

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

- 1. Flagler County Schools annual [Notification of Compliance](#) form
- 2. Copy of CSIET 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 verification and review of a 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.)

If an international exchange student intends to compete in FHSAA sanctioned sport(s) the following documentation must also be completed and submitted.

- 14. FHSAA EL4 document for student athletes who plan to compete in FHSAA sports.
- 15. Signed Acknowledgement page from the current Student Code of Conduct.

Only complete packets will be reviewed by the committee. After **complete** packets are reviewed by the committee, forms will be signed and returned to the agency. **Each packet must be approved by the office of Teaching and Learning (386-437-7526 x1264) before any student can be placed.** For the 2025-2026 school year, the final decision regarding international student acceptance will be made by June.1

Agency Approved Signature

Agent/Contact Email Address Agent/Contact Phone Number