

## **Forney Independent School District Guidelines and Procedures for Foreign Exchange Students**

The following guidelines are provided to assist the foreign exchange organization, the foreign exchange student, and the host family in understanding the expectations of this privilege:

1. Forney ISD will consider foreign exchange students from agencies listed in the most current issue of the Advisory List published by the Council on Standards for International Educational Travel (CSIET) and the US Department of State Designated Sponsors List. Programs in violation of District guidelines may be excluded from consideration.
2. Foreign exchange organizations must be able to bring the student via a J-1 Visa. Forney ISD will not issue I-20 forms for a student to obtain an F-1 Visa.
3. Placements will be made on a first come, first serve basis. The local foreign exchange organization representative should contact the campus to complete a New Student Online Enrollment Application and secure approval to place the student in the high school of the host family's attendance zone. Enrollment applications and all required documentation concerning the exchange student should be submitted no later than August 1 prior to the academic year of attendance. The completed application must include basic records, written in English.
4. Foreign exchange students are accepted for one calendar year, and will not be approved for a single semester. Foreign exchange students must be enrolled in all eight periods and enrolled before the first day of school.
5. If a foreign exchange student is returned to his/her home country or is moved to another district during the school year, no new foreign exchange student will replace the withdrawn student unless an exception is granted by the campus administrator.
6. The foreign exchange student is responsible for providing the month/date/year of all immunizations. Immunization records must be in English.
7. The foreign exchange organization is responsible for providing a copy of the student's high school transcript for each complete year. The transcript must be in English.
8. Any cost for student records required for the foreign exchange program, or country, is the responsibility of the student.
9. Every foreign exchange student is encouraged to be fluent in writing and speaking English, but will not be denied enrollment if they have limited skills.
10. Host families must be residents of the accepting high school's attendance zone. Host families must provide proof of residency at time of enrollment.
11. Foreign exchange students will be classified at a level no higher than the 11<sup>th</sup> grade and between the ages of 15 and 18½ at the time of enrollment.
12. Diploma information may be found in EIF(Legal).
13. No exchange student who has completed the equivalent of the 12<sup>th</sup> grade in their home country, has received a diploma or a certificate of graduation, or is considered eligible for college or university placement will be eligible to attend a district high school. Forney ISD does not accept college students.
14. Foreign exchange students will not be placed in class ranking.
15. Foreign exchange students are subject to Forney ISD attendance and discipline policies and are expected to participate fully in their classes, including taking tests. Students must be in attendance at least 90% of the days each course is offered to receive credit. Absences for any reason are counted in the attendance

record.

16. Foreign exchange students wishing to participate in athletics, fine arts, and other activities/competitions governed by the University Interscholastic League (UIL) must submit to the UIL rules and regulations governing participation. Coaches and sponsors of extracurricular activities will be responsible for obtaining and checking proper credentials for participation in each activity.