

LIBERTY HILL ISD

FOREIGN EXCHANGE STUDENT APPLICATION & PROGRAM GUIDELINES

Application Window:

Applications will be accepted February 1, 2026 through June 1, 2026 by the close of the business day (4:30 p.m.).

Liberty Hill ISD Foreign Exchange Program

The goal of Liberty Hill Independent School District (LHISD) is to provide approved international students the opportunity to participate in high-quality educational programs, engage with peers from diverse backgrounds, and develop proficiency in written and spoken English.

To support a successful and meaningful exchange experience, students are encouraged to have a proficient level of English reading, writing, and speaking skills prior to enrollment.

Program Capacity and Placement

Due to rapid growth within the district, Liberty Hill ISD has been granted a waiver by the Texas Education Agency (TEA) allowing the District to limit foreign exchange student enrollment to a maximum of five (5) students per high school campus per school year.

- If a foreign exchange student withdraws, returns to their home country, or moves to another district, the vacated placement will not be filled during that school year.
 - Foreign exchange student placements are determined on a first-come, first-served basis.
 - Students are initially placed based on the attendance zone of the host family.
 - If the zoned high school has reached capacity, the student may be offered placement at the District's other high school, provided capacity is available. In such cases, the host family is responsible for providing all transportation to and from the assigned campus
-

Application Guidelines

These guidelines outline the requirements and expectations for foreign exchange agencies, students, and host families seeking participation in the Liberty Hill ISD Foreign Exchange Program.

- The application window opens February 1 and closes June 1.
- Applications are reviewed and approved on a first-come, first-served basis.
- Once all available placements are filled, additional complete applications will be placed on a waitlist.
- Incomplete applications will not be reviewed.

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)

Program Questions

Agency representatives of foreign exchange organizations and host parents are encouraged to contact the Liberty Hill ISD Central Office with questions related to the application process, attendance zones, or program requirements. Representatives may not contact individual campuses prior to receiving written approval from the District's Foreign Exchange Administrator.

Contact Information:

Sarina Johnson

 (512) 260-5560 ext. 001035

 stjohanson2@libertyhill.txed.net

Requirements and Terms for Approval

Participation in the Liberty Hill ISD Foreign Exchange Program is contingent upon compliance with the requirements outlined below. These requirements apply to the foreign exchange agencies, host families, and students, as acknowledged through the required signature forms.

Eligibility and Agency Requirements

- Liberty Hill ISD will only consider foreign exchange students from agencies listed on the most current CSIET Advisory List.
- Agencies found to be in violation of District guidelines may be excluded from current or future consideration.
- Students who have graduated from high school in their home country are not eligible to participate in a Texas public school exchange program.

Application and Documentation

- All application materials and required documentation must be received by June 1, 2026, by 4:30 p.m.
- The foreign exchange agency and/or student is responsible for providing official English translations of the following:
 - Immunization record including month/day/year of all required immunizations
 - Official transcript or school record
 - Application for admission
- Any costs associated with obtaining student records required by the exchange organization or home country are the responsibility of the student.

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)

Host Family Residency

- Host families must reside within Liberty Hill ISD boundaries.
 - A foreign exchange student will be immediately withdrawn if false or misleading residency information is provided.
-

Enrollment Responsibilities

- Once approved, the host family is responsible for enrolling the student at the assigned campus.
 - A representative from a foreign exchange organization may not enroll a student under any circumstances.
 - Secondary students must complete the course selection process, which is separate from the enrollment process.
-

Length of Enrollment

- Foreign exchange students are accepted for one full school year only.
 - Single-semester placements are not permitted.
 - Students are expected to participate in the full instructional school day.
-

Attendance Requirements

- Foreign exchange students are subject to all Liberty Hill ISD attendance policies.
 - Texas law requires students to attend class for at least 90% of the time a course is offered to receive credit.
 - The 90% rule applies to all absences, including excused absences not exempted by law.
 - Excessive absences may result in loss of credit and may jeopardize continued enrollment.
-

Discipline and Conduct

- Foreign exchange students are subject to the Liberty Hill ISD Student Handbook and Code of Conduct.
 - Disciplinary expectations apply equally to all students, without exception.
-

Academics, Credits, and Transcripts

- Student records will be reviewed to determine appropriate grade level placement and course recommendations.
 - Courses completed outside LHISD prior to enrollment will not be recorded on the LHISD transcript.
 - Students who successfully complete LHISD courses and any required End-of-Course (EOC) exams will receive an LHISD transcript reflecting credits earned and EOC mastery levels at the end of the school year.
-

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)

Testing and English Language Learners

- Foreign exchange students are expected to participate fully in all required assessments; both classroom and state assessments
 - Eligible English Language Learners (ELLs) will be assessed in accordance with Texas Administrative Code §101.1007.
-

Extracurricular and UIL Participation

- Participation in UIL activities is subject to UIL eligibility rules.
 - Coaches and sponsors will evaluate student credentials to determine eligibility.
 - Eligibility determinations are made by LHISD staff and applied without exception.
 - Students participating in athletics must complete a physical examination that meets District requirements.
-

Document Costs

Any costs associated with documentation, records, or requirements imposed by the foreign exchange organization or home country are the responsibility of the foreign exchange student.

Agency Acknowledgment of Liberty Hill ISD Foreign Exchange Student Guidelines

I, _____, have read and understand the Liberty Hill ISD Foreign Exchange Student Guidelines as a representative of:

Foreign Exchange Agency Name: _____

I agree to:

- Ensure the agency complies with all Liberty Hill ISD and CSIET requirements
- Refrain from contacting LHISD campuses prior to district approval
- Communicate district guidelines clearly to host families and students
- Monitor student placement and promptly address concerns that arise
- Cooperate fully with Liberty Hill ISD staff regarding student attendance, conduct, and placement
- I acknowledge that all official communication related to a foreign exchange student's application and acceptance or denial will be conducted exclusively between the school district and the foreign exchange agency. Host families may not correspond directly with the district regarding such matters. Any concern raised by a host family must be submitted through the foreign exchange agency for review and submission to Liberty Hill ISD. LHISD will review all concerns and make a decision regarding the concern. The sole authority and final decision-making responsibility resides with LHISD.
- Once a student has been accepted into the LHISD Foreign Exchange Program it is the host families responsibility to contact the exchange student's assigned school to start the enrollment process.

I understand that failure by the agency, host family, or student to comply with these guidelines may result in immediate withdrawal of the student and may impact future placement opportunities within Liberty Hill ISD.

Agency Representative Signature: _____

Date: _____

Phone: _____

Email: _____

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)

Host Family Acknowledgment of Liberty Hill ISD Foreign Exchange Student Guidelines

I/we, _____, have read and understand the Liberty Hill ISD Foreign Exchange Student Guidelines.

I/we agree to:

- Provide accurate residency information and reside within Liberty Hill ISD boundaries
- Ensure the student resides full-time in our home
- Support the student's daily attendance and compliance with district policies
- Provide or arrange transportation to and from the assigned school, if required
- Communicate promptly with school staff and the exchange agency regarding concerns
- I acknowledge that all official communication related to a foreign exchange student's application and acceptance or denial will be conducted exclusively between the school district and the foreign exchange agency. Host families may not correspond directly with the district regarding such matters. Any concern raised by a host family must be submitted through the foreign exchange agency for review and submission to Liberty Hill ISD. LHISD will review all concerns and make a decision regarding the concern. The sole authority and final decision-making responsibility resides with LHISD.
- Once a student has been accepted into the LHISD Foreign Exchange Program it is the host families responsibility to contact the exchange student's assigned school to start the enrollment process.

I/we understand that providing false information or failure to comply with these guidelines may result in immediate withdrawal of the student from Liberty Hill ISD.

Host Parent Signature: _____

Date: _____

Phone: _____

Email: _____

Host Parent Signature: _____

Date: _____

Phone: _____

Email: _____

Address: _____

City, State, Zip: _____

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)

Foreign Exchange Student Acknowledgment of Liberty Hill ISD Foreign Exchange Student Guidelines

I, _____, have read and understand the Liberty Hill ISD Foreign Exchange Student Guidelines.

I understand that while attending Liberty Hill ISD, I am expected to:

- Attend school regularly and follow all attendance requirements
- Follow the Liberty Hill ISD Student Code of Conduct
- Participate fully in classes, assignments, assessments, and required testing
- Respect school rules, staff members, and fellow students

I understand that failure to meet these expectations may result in disciplinary action or withdrawal from Liberty Hill ISD.

Student Signature: _____

Date: _____

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)

Liberty Hill ISD
Cover List of Applicant File Contents

Student Name: _____

Country Represented: _____

Foreign Exchange Student Agency: _____

Foreign Exchange Local Representative: _____

Representative's Telephone Number: _____

Check the items included in your packet. Complete files contain the following documents:

- ☐ Copy of Exchange Company Application completed by Exchange Student and Family
- ☐ Acknowledgment of Liberty Hill ISD Foreign Exchange Guidelines
 - Agency Acknowledgement
 - Host Family Acknowledgement
- ☐ Official High School Transcript or School Record
- ☐ Copy of Birth Certificate/Passport
- ☐ Immunization Record
- ☐ Host Family Information and Proof of Residency
- ☐ Additional items submitted are:

Agency Representative Signature: _____

Date: _____

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)