





pcs
PINELLAS COUNTY SCHOOLS

2026-27

FOREIGN EXCHANGE STUDENT REGISTRATION PACKET

Please **deliver the packet in person** to the Multilingual Services Department by scheduling an appointment with Adriana Gonzalez-Ruan at GONZALEZ-RUANA@pcsb.org no later than July 1, 2026. The packet will be reviewed at that time to confirm that all required documents are included and accurate. **Electronic submissions will not be accepted**. The address is Pinellas County Schools Administration Building, 301 4th St. SW, Largo, FL 33770.

Dear Foreign Exchange Companies,

Pinellas County Schools (PCS) is proud to host foreign exchange students, offering an educational experience that enriches their lives and fosters cultural exchange. PCS welcomes foreign exchange students who join us for one year through an established foreign exchange company, service club, or non-profit organization/institution approved by the Council on Standards for International Educational Travel (CSIET). The exchange company is responsible for securing a host family in Pinellas County and processing the student's J-1 Visa.

Applications must be completed through the exchange company and submitted with all required documentation to the Multilingual Services Department by July 1st of each year. The packet **must be delivered by July 1, 2026, to the Multilingual Services Department at the Pinellas County Schools Administration Building, 301 4th St. SW, Largo, FL 33770.** The review process for application packets, school assignments, and school notifications may take several weeks. Please **deliver the packet in person** to the Multilingual Services Department by scheduling an appointment with Adriana Gonzalez-Ruan at GONZALEZ-RUANA@pcsb.org no later than July 1, 2026. The packet will be reviewed at that time to confirm that all required documents are included and accurate. **Electronic submissions will not be accepted**. The address is Pinellas County Schools Administration Building, 301 4th St. SW, Largo, FL 33770.

Foreign exchange students are accepted only for a full academic year in grades 9 – 11. Students will not be registered as seniors or eligible to graduate from a Pinellas County school. Additionally, foreign exchange students will not be admitted after the tenth day of the semester. Students who have already graduated in their home country are not eligible for admission to Pinellas County Schools. In case of a host family change please contact the student assignment office immediately to facilitate the potential change of school assignment, as foreign exchange students are placed in the zoned school of the host family. School assignment is determined by the host family's address and the availability of seats at the time of registration. Please note that having a host sibling enrolled in a magnet program does not guarantee placement of the foreign exchange student in the general population of that school. Additionally, foreign exchange students are not eligible to apply for magnet programs. **Once a student is placed in a school, they are expected to remain there for the entire academic year. Changes in school placement will not be permitted without written consent from Student Assignment.**

Once the student is assigned to a school, a notification will be sent to the host family, foreign exchange agency contact and the school principal.

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Zoned Schools and School Assignment

Upon confirmation of all the requirements for application, foreign exchange students will be assigned to a zoned school based on the address of the host family, subject to space availability. Agencies are responsible to see that complete paperwork is included in the application and sent to Multilingual Services by the July 1, 2026, deadline.

Exchange students will not be enrolled beyond the tenth (10) day after the start of each semester.

Immunizations

Documentation of all required immunizations must be recorded on the DOH Form 680 (Part A) and included with the student packet paperwork. According to entrance requirements, the immunization record must be taken to the County Public Health Unit to be officially recorded on the DOH Form 680 for the student to attend school.

A Temporary Medical Exemption, DOH Form 680 (Part B), to receive additional vaccinations cannot be issued prior to the student's arrival in the country. Therefore, any required vaccinations must be administered before the student leaves their home country.

Compliance with Policies and Supervision

Each foreign exchange student is expected to comply with the policies of the Pinellas County School Board (PCSB), including the Code of Student Conduct and all other applicable legal provisions. Repeated violations of PCSB policies may result in the student's withdrawal from their enrolled school.

Agent Responsibilities

It is the sponsor's responsibility to resolve any issues that may arise between or among the student and the host family, including changing the host family or returning the exchange student to their home country. All school-related expenses for the exchange student are the responsibility of the sponsoring agency or host family.

Athletic Eligibility

Students are governed by the Florida High School Athletic Association (FHSAA) rules and regulations regarding participation in interscholastic athletics.

PCS Foreign Exchange Student Checklist for Enrollment

Directions for the agency contact: Fill out information, initial each box and sign the bottom of the form.

STUDENT NAME:_____

COUNTRY:_____ BIRTH DATE: _____ GENDER:_____

Requested enrollment grade: _____

- ☐ This student, considered for placement in a Pinellas County high school under the Foreign Exchange Program, is sponsored by a service club or a non-profit organization/institution approved by the Council on Standards for International Travel CSIET.
- ☐ Proof of approval with CSIET once a year is attached.
- ☐ The student is NOT a transfer student from an out-of-county or out-of-state high school.
- ☐ The student is at least fifteen (15) years of age and not more than eighteen (18) years of age by the date of enrollment in the school.
- ☐ The student's documentation of English proficiency is attached: The student has sufficient reading and speaking knowledge of the English language to be able to successfully participate in regular high school classes. Recommended: ELTiS test results in the 75th percentile.
- ☐ Agency, Student, and Host Family Information from this packet was fully completed.
- ☐ Two (2) proofs of residency of the host family are attached. This may be a utility bill for power, water, cable, sewer, or land-based telephone (not cellular), rental or lease agreement, with host parent's name and home address on it.
- ☐ One (1) copy and one (1) original of the student's official academic transcript with an English translation is attached including a brief description of each course taken.
- ☐ A legible, **translated** copy of the student's birth certificate (documentation of birth) is attached.
- ☐ A translated and legible record of the student's immunization and physical BLUE DOH 680, Part A (signed by a licensed physician and dated within one year) is attached. See page six (6) for full list.
- ☐ An affidavit of adequate health insurance coverage is attached. This will also be presented to the school at the time of registration.
- ☐ I attest that this student has NOT received a high school diploma from their country of residence.
- ☐ Placement of this student does not exceed the International Student Exchange Programs USIA maximum of five 5 students sponsored by your agency in one school.
- ☐ $50 district registration fee payable to Pinellas County Schools is included

Agency Representative Signature: _____ Date: _____

Official PCS Department Use:
Date completed packet was received:_____
Received and verified by:_____
Approved: YES NO Approved by _____
Assigned to grade level: _____ School: _____
Principal, host family, & agency contact notified by: _____Date notified: _____

Agency, Student, and Host Family Information

AGENCY INFORMATION

Agency Name: _____ Agency Representative Name:_____

Title: _____Phone: _____Email Address: _____

Agency Address (Street, City, State, Zip): _____

CSIET Certified (Yes/No): _____

Attached CSIET Certification (Yes/No):_____ (Attaching the CSIET Certification is required.)

AGENCY RESPONSIBILITIES: The sponsoring agency resolves student/host family issues, coordinates any host family changes (must notify student assignment to coordinate potential change in school assignment before action), and manages return home if needed. Schools are not contacted directly for placement changes. The agency or host family is responsible for school-related expenses.

STUDENT INFORMATION

Student Last Name: _____ Student First Name: _____

Date of Birth: _____ Home Country: _____

Last Grade Completed: _____ Date of Completion: _____

Requested Grade Placement: _____

HOST FAMILY INFORMATION

Host Parent #1 Name: _____

Phone: _____ Email: _____

Host Parent #2 Name: _____

Phone: _____ Email: _____

Host Family Address (Street, City, State, Zip): _____

Household Members/Ages/Schools: _____ _____ _____

_____ _____ _____ _____

SIGNATURES: Host Parent #1 Signature: _____ Date: _____

Host Parent #2 Signature: _____ Date: _____

Health Requirements Checklist

- ☐ Physical Signed by a licensed physician and dated within one year prior to enrollment.

For Documentation of immunizations, all appropriate doses and dates must be entered. This immunization record should be taken to the Pinellas County Public Health Unit to be recorded on the Blue **DOH Form 680 - Part A** for the student to attend school.

Documentation of immunizations:

- ☐ DTP - Five (5) doses required. If the fourth dose of DTP is administered on or after the fourth birthday, a fifth dose is not required. DT (pediatric) vaccine is acceptable if pertussis vaccine is medically contraindicated. Td (adult) vaccine (a series of 3 doses) is acceptable and recommended for children 7 years of age or older.
- ☐ Documentation of immunizations. Polio (OPV) - Four (4) doses required. If the third dose of OPV is administered on or after the fourth birthday, a fourth dose is not required. IPV is an acceptable alternative if OPV is not indicated. Polio vaccine is omitted from the required immunizations of children 18 years of age or older.
- ☐ Documentation of immunizations. Measles, Mumps, and Rubella- for high school MMR combined two (1) dose at 12 months of age or older Measles Single One (1) dose at 12 months of age or older Mumps Single One (1) dose at 12 months of age or older Rubella Single One (1) dose at 12 months of age or older.
- ☐ Documentation of immunizations. Hepatitis B - Two (2) or three (3) doses required.