



Dear Sir or Madam,

**Gwinnett County  
Board of Education**

Dr. Tarece Johnson-Morgan  
2026 Chair  
District V

Dr. Adrienne Simmons  
2026 Vice Chair  
District IV

Ms. Rachel Ruffin Stone  
District I

Mr. Steven B. Knudsen  
District II

Mr. Steve Gasper  
District III

Dr. Alexandra Estrella  
Superintendent

437 Old Peachtree Road, NW  
Suwanee, GA 30024-2978  
678-301-6000  
[www.gcpsk12.org](http://www.gcpsk12.org)

It is the policy of Gwinnett County Public Schools not to discriminate on the basis of race, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.

**The Mission of  
Gwinnett County  
Public Schools**

is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.

Thank you for your interest in participating in the Gwinnett County Public Schools (GCPS) International Student Exchange Program. Agency Applications are accepted twice a year, please check the Office of Community Schools Website for Fall and Spring Application windows. For our internal evaluation of your agency, we request the following information:

- Proof of non-profit status — A copy of IRS 501c3 is sufficient
- Request for current contact information for the agency (Form Attached)
- Proof of Reciprocity based on requirements that align with Gwinnett County Public Schools International Student Exchange Program (Form Attached)
- Current year Counsel on Standards for International Education Travel (CSIET) certification

After the requested materials are received, the GCPS Office of Community Schools will make its considerations regarding the placement of students in our district sponsored through your agency. You will receive communication via email on if your agency has been approved for placement.

Thank you for your interest in the GCPS International Student Exchange Program.

Please contact Michelle Ince at (678) 301-7933 or [michelle.ince@gcpsk12.org](mailto:michelle.ince@gcpsk12.org) or Kathleen Dunning at (678) 302-7938 or [Kathleen.Dunning@gcpsk12.org](mailto:Kathleen.Dunning@gcpsk12.org) with any questions.

In Service,

Michelle Ince

Assistant Director Office of Community Schools

Encl:

International Student Exchange Program Guidelines  
Request for Current Contact Information  
Proof of Placement  
GCPS Board Procedure – P.JBCA

1. An approved exchange program must have an office within the State of Georgia and must be registered through the Gwinnett County Public Schools (GCPS) Office of Community Schools.
2. There can be no more than five international students placed at any high school, with a maximum of 100 international students placed district-wide per school year.
3. It is recommended that all potential international students be screened to determine English proficiency and academic preparedness for school placement.
4. All required student information must be mailed, or hand-delivered to the GCPS Office of Community Schools. The agency will receive an emailed confirmation that the materials have been received. Student files will be forwarded by the Office of Community Schools to the appropriate high school designee when placement is approved.
5. All placement requests are considered in order of receipt. School placement will not be held for incomplete applications.
6. International exchange students may participate in athletics during their time in GCPS. The placement agency sponsoring the international student, the student and parents, must file a signed, written statement confirming that the student was not recruited for athletic purposes.
7. International exchange students must be supervised by a designated local coordinator from the placement agency.
8. Before any change regarding the student, host family, or school, information should be shared in writing with the Office of Community Schools within one week of the change.
9. An international student's English Language Test for International Students (ELTiS) scores should be 670 or above on the ELTiS 2.0 assessment or above 223 on ELtis 1.0 to achieve consideration for approval. GCPS reserves the right to decline international exchange students based on their English proficiency scores, academic records, or recommendations.
11. The international exchange agency must provide a completed GCPS Application for International Student Exchange Program to the GCPS Office of Community Schools. The application should be signed by the designated agency representative and accompanied by the requested Agency Checklist documents outlined on the application. This form will be provided to the local school after the agency has been approved to participate in the school districts International Student Exchange Program and once the student application has closed.
12. The agency is requested to provide one single-sided copy of the required student application packet, which includes, but is not limited to:
  - Student personal, medical, and biographical information
  - Student family's personal and biographical information
  - Information on host family
  - Immunizations/medical records transcribed in English •
  - ELTiS score
  - Student transcripts transcribed in English
  - Signed statement acknowledging non-recruitment athletic policy • Signed statement acknowledging GCPS non-graduation policy

PLEASE NOTE: Student packets will not be accepted via e-mail.

## Proof of Student Placement

As outlined in GCPS' Board of Education's Procedure P.JBCA, please provide the information requested:

1. Provide names, addresses, and phone numbers of former GCPS students who have participated in your agency program in the past three years.
2. Provide names, addresses, and phone numbers of participants from other areas if no GCPS students have previously participated.
3. If (2) is the case, the exchange program may have up to two years to prove reciprocity with Gwinnett County Public Schools. If you have never placed students, please submit a waiver letter indicating all agency policies and procedures for review.

Agency Name: \_\_\_\_\_

Year of Participation: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Host Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of School: \_\_\_\_\_ County: \_\_\_\_\_

Year of Participation: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Host Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of School: \_\_\_\_\_  
County: \_\_\_\_\_

Year of Participation: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Host Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Office of Community Schools  
International Student Exchange  
Program Request for Current Contact Information

Please provide the following information.

Company Name: \_\_\_\_\_

Regional Representative

Program Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Area Representative Program Manager:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Local Representative

Program Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

## **International Student Placement & Rematching Form**

### **Section 1- Host Family Placement**

How are host families Chosen, Trained and found eligible:

### **Section 2 - Rematching Information**

On average how long does it take to relocate a student: \_\_\_\_\_

Reason for Rematch (Include who is contacted, timeline, district notification, school notification):

☐ Family Request - What is the Process?

☐ Student Request - What is the process?

☐ Program Decision - What would be a reason your program makes this decision?

☐ Other:

### Section 3 - Other

How often does a coordinator check in with a student?

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How many weeks after the first week of school do they check in with the student in person?

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Does the coordinator offer orientation for the host families? What is covered during orientation?

### Section 4 - Feedback

How can the district help streamline this process?

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How can schools better support students upon their arrival?

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Is there anything else you would like to share?

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