

**Leon County Schools**  
**International Exchange Student Application for 2016-2017 School Year**

**Instructions and Notes for Applications for Enrollment for the 2016-2017 School Year**

1. Based on 2016-2017 school capacity and enrollment projection information:
  - a. Exchange student applications will be accepted for Godby and Rickards High Schools. An exchange student residing with a host family living in the Godby or Rickards High School zone will be approved for enrollment at the host family's home zone school. Exception: If one of these high schools has already received five exchange students for 2016-2017, students residing with a host family living in that school zone will be considered for placement at the other high school. If both of these high schools have received five exchange students for 2016-2017, no additional student applications for either school will be accepted.
  - b. Exchange student applications will not be accepted for Chiles, Leon, or Lincoln High Schools. An exchange student residing with a host family living in the Chiles, Leon or Lincoln High School zone will be approved for enrollment at Godby or Rickards High School based on the host family's choice.
  - c. If a host family has a student in the family attending one of the district high schools, the application may be submitted requesting that the exchange student attend the same district high school.
2. In all cases, transportation to and from school is the responsibility of the host family. An exception may be made if district bus transportation is routinely provided from the address of the host family to the school of enrollment and there is space available on that bus.
3. Applications requesting enrollment in high school magnet programs are not considered at the district level. Once an exchange student has been approved for enrollment, exchange agency representatives may direct questions concerning enrollment in high school magnet programs to the administrator(s) of the particular magnet program/high school.
4. All documentation that is not in English must be submitted along with translated versions certified with the name and title of the translator. Translations provided by parents of exchange students or exchange agency personnel will not be accepted.
5. All required application information and documentation (identified by shaded boxes on the following pages) must be submitted at one time by the application due date of June 1, 2016 to:

Jamie Holleman  
School Choice & Reassignment  
725 S. Calhoun Street  
Tallahassee, Florida 32301

Partial applications will be returned to the exchange agency representatives for completion and resubmission by the application due date of June 1, 2016. Exchange agency representatives will be notified of outcome of the application review by July 1, 2016.

Agency Name \_\_\_\_\_  
Agency Address \_\_\_\_\_  
Agency Telephone Number(s) \_\_\_\_\_  
CSIET Advisory Listing Status  
(Agency must have full listing status) \_\_\_\_\_  
Documentation attached \_\_\_\_\_  
Local Representative Name \_\_\_\_\_  
Local Representative Address \_\_\_\_\_  
Local Representative Telephone Number(s) \_\_\_\_\_  
Local Representative Email Address \_\_\_\_\_  
Alternative Representative Name \_\_\_\_\_  
Alternative Representative Address \_\_\_\_\_  
Alternative Representative Telephone Number(s) \_\_\_\_\_  
Alternative Representative Email Address \_\_\_\_\_

**Host Family Information**

Host Family Name \_\_\_\_\_  
Host Family Address \_\_\_\_\_  
Documentation attached \_\_\_\_\_  
Host Family Telephone Number(s) \_\_\_\_\_  
Host Family Email Address \_\_\_\_\_  
Host Family Child(-ren) Enrolled in Public High  
School for 2014-15 \_\_\_\_\_ Check if not applicable  
Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Name: \_\_\_\_\_  
School: \_\_\_\_\_

**Exchange Student Information**

Exchange Student Name \_\_\_\_\_  
Exchange Student Parent Name(s) \_\_\_\_\_  
Exchange Student Parent Address \_\_\_\_\_  
Exchange Student Parent Telephone Number(s) \_\_\_\_\_  
Exchange Student Parent Email Address \_\_\_\_\_  
Alternative Emergency Contact Name \_\_\_\_\_  
Alternative Emergency Contact Address \_\_\_\_\_  
Alternative Emergency Contact Telephone  
Number(s) \_\_\_\_\_  
Alternative Emergency Contact Email Address \_\_\_\_\_  
Exchange Student Date of Birth \_\_\_\_\_ Documentation attached  
Official Secondary School Transcript  
(showing grades earned and courses in progress) \_\_\_\_\_ Documentation attached  
Florida Certificate of Immunization completed by  
the Leon County Health Department or Florida  
licensed physician indicating compliance with  
requirements for school attendance. \_\_\_\_\_ Documentation attached

**To be completed by EXCHANGE AGENCY REPRESENTATIVE:**

With regard to the information submitted, I solemnly swear and truthfully affirm that:

- I have reviewed all application information provided and verify that it is true and accurate.
- I have reviewed and understand the provisions of Leon County School Board Policy 3.22 Admission of International Exchange Students and Leon County Schools Administrative Procedure D-14 International Students.
- The exchange agency I represent complies fully with the regulations outlined in 22 CFR Part 62 Secondary School Student Exchange Programs. I understand that any failure to comply with these regulations will result in denial/revocation of approval for any student for 2012-2013.
- I will provide documentation that the exchange agency I represent has maintained CSJET Advisory List full listing status for 2012-2013. I understand that the exchange agency's failure to maintain full listing status will result in the revocation of approval granted for any student for 2012-2013.

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Street Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone Number\_\_\_\_\_

**To be completed by NOTARY PUBLIC:**

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

Signature\_\_\_\_\_ Printed Name\_\_\_\_\_

Title or Rank\_\_\_\_\_ Commission #\_\_\_\_\_

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_ Identification Number\_\_\_\_\_

My Commission Expires: \_\_\_\_\_ (Place stamp below)

The admission of international exchange students to Leon County Schools shall be governed by this policy.

- (1) Leon County Schools does not issue Forms I-20 AB granting admission into the District.
- (2) Students who come to the District under the sponsorship of international student exchange programs with "full listing" status on the current year's Council for Standards for International Educational Travel (CSIET) Advisory List, or sponsored by a local civic services organization approved by the Superintendent, and whose complete applications have been received by the deadline specified in Administrative Procedure D-14, International Exchange Students, shall be enrolled for one full (180-day) academic year in grade 9, 10, or 11. Grade placement shall be determined by the District based on the student's chronological age, course work completed at the time of entry, English proficiency, and course availability.
- (3) All prospective international exchange students shall submit a fully executed Leon County Schools Exchange Student Application form with all required documentation as specified in Procedure D-14 by the deadline specified in said procedure.
- (4) No more than five (5) international exchange students will be admitted to a district high school for any one academic year. Admission will not be permitted to any school at or over 95% capacity, unless the host family has a student attending that school at the same time.
- (5) International students wishing to visit a school or shadow a Leon County student for a period of time not to exceed nine (9) weeks may be approved by the Superintendent under the following conditions:
  - (a) The international student is part of an officially recognized exchange program that Leon County students are participating in.
  - (b) Approval from the Superintendent and an appropriate visa have been obtained prior to the student making travel arrangements.
  - (c) The host family has a Leon County student who attends the school that the international student wishes to visit or shadow and all members of the family household have passed a district submitted criminal background check.
  - (d) A Florida Certificate of Immunization completed by the Leon County Health Department of Florida or a Florida licensed physician indicating that the exchange student meets the Florida immunization requirements for school attendance is provided to the school by the exchange agency.
  - (e) District discipline requirements must be met.
  - (f) The international student is not eligible to participate in co-curricular activities but may attend school events and/or field trips.
- (6) Failure to meet discipline or attendance requirements may result in a revocation of permission to attend Leon County Schools and notice to the U.S. Department of Homeland Security or U.S. Citizenship and Immigration Services.

Statutory authority: 1001.41, F.S.

Law implemented: 1001.42, F.S.

Amended: June 12, 1990; March 17, 1992; May 12, 1999; July 12, 2000; December 9, 2003; February 14, 2007; June 25, 2008; December 13, 2011.

**Type of Procedure:** Instructional/Student Service  
**Title:** International Exchange Students  
**Authority:** 1001.41, F.S.  
**Fla. Statute:** 1001.42, F.S.  
**State Board Rule:** N/A

**Procedure No.:** D-14  
**Policy No.:** 3.22  
**Date Issued:** 9/27/11  
**Superintendent's Signature:** \_\_\_\_\_

**Purpose:**

To provide procedures for students entering Leon County Schools as participants in international exchange programs.

**Procedures:**

1. Leon County Schools does not issue Forms I-20 AB granting admission into the district.
2. Admission requests for international exchange students must be submitted by the sponsoring international exchange program to the Student Services Department by June 1 (or the prior Friday if June 1 falls on Saturday or Sunday) for the subsequent academic year. The Student Services Department director/designee, working in conjunction with the appropriate district high school administrator, will review each admission request on a first-come, first-served basis and notify the international exchange program's local representative of the outcome of the review by July 1.
3. Applications will be accepted only from international exchange programs with "full listing" status documented on the current year's Council for Standards for International Educational Travel (CSIET) Advisory List or sponsored by a local civic services organization approved by the Superintendent.
4. The international exchange program requesting placement of an exchange student shall provide the following documentation – translated, if in a foreign language, into English -- to the Student Services Department by June 1:
  - a. Fully executed Leon County Schools Exchange Student Application;
  - b. Evidence of the international exchange program's CSIET status;
  - c. International exchange program directory information, and local representative directory/contact information;
  - d. Local host family directory/contact information, including names and grades of any child(ren) enrolled in a district high school;
  - e. Exchange student family directory/contact information;
  - f. Evidence of exchange student date of birth;
  - g. Official transcripts showing coursework completed and in progress and grades earned by the exchange student;
  - h. Florida Certificate of Immunization completed by the Leon County Health Department or Florida licensed physician indicating that the exchange student meets Florida immunization requirements for school attendance. On a case-by-case basis, applications may be submitted for review with an official immunization record completed by a licensed physician in the student's country of origin pending completion of the Florida Certificate of Immunization. Completion of the Florida Certificate of Immunization is the responsibility of the exchange agency;

Leon County Schools Exchange Student Application forms may be obtained from the Student Services Department. The district may request that the international exchange program provide translations or clarifications of information submitted as appropriate. The exchange agency will have 30 (thirty) calendar days from the date of request to submit all additional information to the Student Services Department. In the event the additional information is not submitted within 30 (thirty) calendar days, the exchange student application will be denied.

5. Applications requesting any of the following will not be accepted:

- a. Placement of an exchange student in a district high school for less than a full (180-day) district academic year;
- b. Placement of an exchange student in a district high school for more than a full (180-day) district academic year (i.e., exchange students enrolled in the district for one academic year are not eligible for enrollment in the district for any subsequent full or partial academic year);
- c. Placement of an exchange student in grade 12;
- d. Placement of an exchange student who has reached his/her 18th birthday, or who would reach his/her 18th birthday during the prospective academic year of enrollment in the district;
- e. Placement of an exchange student who will have completed high school or its equivalent prior to the prospective academic year of enrollment in the district;
- f. Placement of an exchange student in a district high school that is at or over 95 percent capacity (see paragraph 6);
- g. Placement of a student in a district high school that has already accepted five (5) exchange students for the prospective academic year of enrollment;
- h. Placement of a student for whom the required documentation is not available; and/or
- i. Placement of an exchange student who began a school year in a non-district high school and wishes to "transfer" to a district high school.

6. Approved international exchange students shall be enrolled in a district high school as follows:

- a. The exchange student will be enrolled based on the identified host family's home address, provided the host family's home zone high school is below 95 percent capacity.
- b. If the home zone high school is at or above 95 percent capacity, consideration will be given to enrolling the exchange student at any district high school that is below 95 percent capacity with transportation the responsibility of the host family.
- c. If the home zone high school is at or above 95 percent capacity and the host family will have a child enrolled in the home zone high school during the exchange student's prospective academic year of enrollment, consideration will be given to enrolling the exchange student in the home zone high school, with transportation the responsibility of the host family.
- d. If the host family has a high school-age child reassigned to a school out of zone, consideration will be given to placing the exchange student in the same school, with transportation the responsibility of the host family.

7. If an international exchange student is suspended from school for failure to follow school rules and regulations, permission to attend Leon County Schools may be immediately revoked.

8. International students will be governed by the Florida High School Activities Association rules and regulations regarding participation in interscholastic athletic competition.

9. International exchange students are not eligible for enrollment in driver education classes.

10. It is solely the responsibility of the exchange agency to ensure that the exchange student is proficient in English. Any assistance or support that the student requires in order to be successful in his/her coursework is entirely the responsibility of the sponsoring agency.