

**Leon County Schools**  
**International Exchange Student Application for 2025-2026 School Year**

Based on 2025-26 school capacity and enrollment projection information:

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.
1. 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.
  2. 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.
  3. 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.
  4. The Host Family will need to create a parent portal and register the student in FOCUS.
    - a. In order to enroll any new student online, you will first need to create a Parent Portal Account by going to the Parent Portal Registration Screen (<https://leon.focusschoolsoftware.com/focus/auth/>) and selecting "Register for a Parent Account". Fill out your name, email address and password you wish to use for your Parent Portal account.
    - b. Select the "I would like to APPLY FOR ENROLLMENT for a new child". The online application is 11 pages. When you have completed the student registration select "I am FINISHED adding students, "Please take me to the portal"
  5. Partial exchange student applications will be returned to the exchange agency representatives for completion and resubmission by the application due date of June 1, 2025. Exchange agency representatives will be notified of outcome of the application review by July 1, 2025. The student must be enrolled by July 15, 2025.
  6. All required application information and documentation must be submitted at one time by the application due date of June 1, 2025. to:

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

International Exchange Student Application for 2025-2026 School Year

<b>Student Name:</b> _____	
<b>Agency Information</b>	
Agency Name	
Agency Address	
Agency Telephone Number(s)	
CSIET Advisory Listing Status (Agency must have full listing status)	<input type="checkbox"/> 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	
<b>Host Family Information</b>	
Family Name	
Family Address	<input type="checkbox"/> Documentation attached
Family Telephone Number(s)	
Family Email Address	
Family Child(-ren) Enrolled in Public High School for 2025-2026	<input type="checkbox"/> Check box if not applicable
Name:	School:
Name:	School:
<b>Exchange Student Information</b>	
Student Name	
Student Date of Birth	<input type="checkbox"/> Documentation attached
Student Parent Name(s)	
Student Parent Address	
Student Parent Telephone Number(s)	
Student Parent Email Address	
Alternative Emergency Contact Name	
Alternative Emergency Contact Address	
Alternative Emergency Contact Telephone Number(s)	
Alternative Emergency Contact Email Address	
Official Secondary School Transcript (showing grades earned and courses in progress)	<input type="checkbox"/> Documentation attached
Florida Certificate of Immunization completed by the Leon County Health Department or Florida licensed physician indicating compliance with requirements for school attendance.	<input type="checkbox"/> Documentation attached

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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 2025-2026.
- I will provide documentation that the exchange agency I represent has maintained CSIET Advisory List full listing status for 2025-2026. 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 2025-2026.

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

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

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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)

**Leon County Schools**  
**International Exchange Student Application for 2025-2026 School Year**

Book	Procedures Manual
Section	5000 Students
Title	INTERNATIONAL STUDENTS
Code	ap5114
Status	Active
Adopted	December 18, 2012

**5114 - INTERNATIONAL STUDENTS**

The School Board does not issue Forms I-20 AB granting admission into the District.

Admission requests for international exchange students must be submitted by the sponsoring international exchange program to the Office of School Choice and Reassignment by June 1st (or the prior Friday if June 1st falls on Saturday or Sunday) for the subsequent academic year. The Office of School Choice and Reassignment staff, 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 1st.

- A. 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.
- B. 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 Office of School Choice and Reassignment by June 1st:
  - 1. evidence of the international exchange program's CSIET status
  - 2. international exchange program directory information should include agency names, address and phone number, and local representative directory/contact information such as name, address, phone number and email address
  - 3. local host family directory/contact information, including names and grades of any child(ren) enrolled in a District school
  - 4. exchange student family directory/contact information
  - 5. evidence of exchange student date of birth
  - 6. official transcripts showing coursework completed and in progress and grades earned by the exchange student
  - 7. 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

The District may request that the international exchange program provide translations or clarifications of information submitted as appropriate. The exchange agency will have thirty (30) calendar days from the date of request to submit all additional information to the Office of School Choice and Reassignment. In the event the additional information is not submitted within thirty (30) calendar days, the exchange student application will be denied.

**Leon County Schools**  
**International Exchange Student Application for 2025-2026 School Year**  
**Instructions and Notes for Applications for Enrollment for the 2025-2026 School Year**

- A. Applications requesting any of the following will not be accepted:
1. placement of an exchange student in a District high school for less than a full (180-day) District academic year;
  2. 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 (1) academic year are not eligible for enrollment in the District for any subsequent full or partial academic year);
  3. placement of an exchange student in grade 12;
  4. 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;
  5. 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;
  6. placement of an exchange student in a District high school that is at or over ninety-five percent (95%) capacity (see paragraph D);
  7. placement of a student in a District high school that has already accepted five (5) exchange students for the prospective academic year of enrollment;
  8. placement of a student for whom the required documentation is not available; and/or
  9. 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.
- B. The approved international exchange students shall be enrolled in a District high school as follows:
1. 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 ninety-five percent (95%) capacity.
  2. If the home zone high school is at or above ninety-five percent (95%) capacity, consideration will be given to enrolling the exchange student at any District high school that is below ninety-five percent (95%) capacity with transportation the responsibility of the host family.
  3. If the home zone high school is at or above ninety-five percent (95%) 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.
  4. 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.
- C. If an international exchange student is suspended from school for failure to follow school rules and regulations, permission to attend the District may be immediately revoked.
- D. International students will be governed by the Florida High School Activities Association (FHSAA) rules and regulations regarding participation in interscholastic athletic competition.
- E. International exchange students are not eligible for enrollment in driver education classes.
- F. 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.

**Leon County Schools**  
**International Exchange Student Application for 2025-2026 School Year**  
**Instructions and Notes for Applications for Enrollment for the 2025-2026 School Year**

Book	Policy Manual
Section	5000 Students
Title	INTERNATIONAL STUDENTS
Code	po5114
Status	Active
Adopted	September 4, 2012

**5114 - INTERNATIONAL STUDENTS**

The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having international students as members of the student body of this District.

The District does not issue Forms I-20 AB for international students desiring F-1 immigration status.

Upon approval of the Superintendent, international exchange students with J-1 immigration status will be enrolled. International students wishing to visit a school or shadow a District student for a period of time not to exceed nine (9) weeks may be approved by the Principal provided space is available. A tuition fee is not required.

Effective 9/5/12

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