

## **Procedures for Enrollment of Foreign Exchange Students**

A foreign exchange student is defined as a foreign national student who requests authorization to enroll in Catoosa County Public schools through a foreign student exchange agency/program approved by the Council on Standards for International Educational Travel.

### **Eligibility Requirements:**

- Students must be a part of an exchange agency recognized by the US State Department or Council on Standards for International Educational Travel.
- Students must be involved in a full school year or a full semester program.
- Foreign exchange students must show proof of a J-1 Visa.
- Students must be enrolled in a high school in their home country but may not have completed the final year of high school as organized in their home country or received a diploma or its equivalent.
- The age of the foreign exchange students must be at least fifteen (15) and not exceed eighteen (18) on September 1 of the school year they attend CCPS.
- Students accepted from exchange programs must be “English proficient”. Foreign exchange students and their host parents must agree that the students will be expected to function in the regular classroom setting.
- Foreign exchange students must show proof of insurance coverage.
- Students must provide a transcript of prior high school courses. The transcript must be in English and signed by the translator.

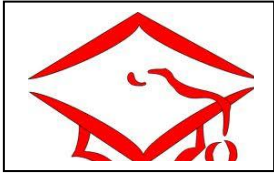
### **Procedures for admission of eligible students:**

- A completed Foreign Student Request packet must be submitted to the Central Enrollment Center by August 1 for the fall semester and by December 1 for the spring semester. The following records must be submitted with the application:
  - A completed district foreign exchange application,
  - An official transcript of school records translated into English and signed by the translator
  - An English proficiency statement signed by the agency representative,
  - Medical or immunization forms, and
  - A copy of the student’s passport.
- Prior to beginning school the agency must submit a copy of the J-1 Visa and a GA 3231 immunization form for the student to the Central Enrollment Office.
- Entrance of all foreign exchange students shall be coordinated by the Central Enrollment Center and then approved by a high school principal.
- All provisions of regular student enrollment procedures are applicable to foreign exchange students seeking admission.
- Host families must present evidence of temporary educational guardianship, proof of residency and all other documents needed for enrollment as noted on application form.
- Host organization sponsoring a student must supply the name, address and telephone number of a representative who can be contacted at any time in case of emergency or other problem.
- Failure of exchange agencies to abide by these procedures can result in a review of the agency’s privilege of placing students in CCPS. This privilege may be revoked.

- Foreign exchange students should be present and begin regular attendance within the first 5 days of the beginning of school or the second semester.
- Any exceptions to the above timelines due to extraordinary circumstances may be considered. Such exceptions must be approved by the Superintendent.
- Admission must be approved in writing by a designee of the Superintendent and by the building principal.

**General Requirements:**

- Up to 3 foreign exchange students per school per year may be accepted.
- A high school diploma will not be issued through this program. Students shall receive a certificate of participation. Upon satisfactory completion of course requirements, and course credit will be issued to exchange students and will be transferred to their home school upon request by the student.
- Foreign exchange students will only be admitted into schools where there is available space. The school system will attempt to enroll the student in the school zoned for the host family but that placement is not guaranteed.
- The exchange program must assume full responsibility for the student. This includes solving any housing or personal problems the student may encounter.



**CCPS Central Enrollment Office**

108 High Street  
Ringgold, GA 30736  
706-965-2297 (Office)  
706-965-9010 (Fax)

**2018-2019 Deadlines**

FALL Enrollment-August 1, 2018  
SPRING Enrollment – December 3, 2018

**APPLICATION FOR ENROLLMENT – FOREIGN EXCHANGE STUDENT**

**PART 1 - Student Information**

**\*\*NOTE: Student must be at least 15 but not exceed 18 on September 1\*\***

**\*\*Student must not have graduated from high school or an equivalent institution prior to enrollment\*\***

Student's Name \_\_\_\_\_ Grade Level (circle one): 9  
Address: \_\_\_\_\_ 10  
11

City: \_\_\_\_\_ Country: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

School currently attending:  
\_\_\_\_\_

Email: \_\_\_\_\_

Special Needs/Concerns:

**PART 2 – Foreign Exchange Agency Information**

Name of Organization: \_\_\_\_\_ Name of Local Representative: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Alternate #: \_\_\_\_\_  
Email: \_\_\_\_\_

This organization is listed as an agency approved by the Council of Standards for International Educational Travel. \_\_\_\_Yes \_\_\_\_No

We agree that the local representative of the Foreign Exchange Program will confer with the High School Principal or designee throughout the student's attendance in the district on a schedule to be determined by the Principal. \_\_\_\_ Yes \_\_\_\_ No

We agree that the exchange program must assume full responsibility for the student. This includes solving any housing or personal problems the student may have. \_\_\_\_ Yes \_\_\_\_ No

Signature of authorized Foreign Exchange Agency designee: \_\_\_\_\_ Date: \_\_\_\_\_

### PART 3 – Host Family Information

**\*\*NOTE: The host family must provide documentation of residence within the Catoosa County Schools district. The student must continuously reside in the district during the period of attendance.\*\***

Host Family  
Parent/Legal Guardians: \_\_\_\_\_

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

City: \_\_\_\_\_ State: Georgia Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_

Email: \_\_\_\_\_

School Attendance Zone:    \_\_\_ Heritage High            \_\_\_ Lakeview Ft. Oglethorpe High            \_\_\_ Ringgold High

### PART 4 – Application Requirements

Attached to this application are the following documents (Required by the enrollment deadline):

- \_\_\_ Copy of student's passport
- \_\_\_ English proficiency statement signed by the agency representative
- \_\_\_ Official transcript of school records in English with the signature by the translator
- \_\_\_ Medical or Immunization form (Student must be up-to-date on Georgia required immunizations in order to enroll)

Forms required prior to student beginning classes:

- \_\_\_ J-1 Visa
- \_\_\_ Georgia 3231 Immunization form
- \_\_\_ Georgia 3200 form
- \_\_\_ Host family's proof of residency (Current electric bill, gas bill or landline phone bill)
- \_\_\_ Host family's photo ID
- \_\_\_ Completed Student Enrollment Packet

**\*\*Please note that the Central Enrollment Office will determine if schools have available space before enrollment is accepted.\*\***

\_\_\_\_\_  
Student's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Host Parent's Signature Date: \_\_\_\_\_

**(For School Use)  
Decision of Application**

Decision:    \_\_\_ Accept    \_\_\_ Deny

Notes:

Student Services Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_