



# DUNCANVILLE ISD

*Writing success stories, one student at a time.*

## Duncanville ISD Foreign Exchange Student Placement Process

### 1. Initial Inquiry

- The foreign exchange organization representative must contact the **Director of Student Services** between **March 1 and July 15** to inquire about available placements at Duncanville ISD.
  - Placements are made on a **first-come, first-served** basis.
  - Waiting lists will **not** be maintained to hold a request for enrollment.
  - Only completed applications with all required documentation will be considered.
  - The district limits enrollment to **five foreign exchange students per year**.

### 2. Application Submission

- If an opening is available, the foreign exchange organization representative must submit the **Foreign Exchange Student Admittance Application** online:  
[Submit the Foreign Exchange Student Application Here](#)
  - **Only online applications will be accepted.**
  - Incomplete applications will **not** be considered.

### 3. Application Review and Approval

- The **Director of Student Services** will review the application and verify that the following requirements have been met:
  - Host family resides in the Duncanville ISD attendance zone.
  - The foreign exchange organization is on the CSIET-approved list.
  - All required documents (including proof of immunizations, transcripts, and residency) have been submitted.
- Once verified:
  - The **Director of Student Services** will sign the application, approving the student for enrollment.
  - The applicant will receive an **email notification** regarding the **approval or denial** of the application.

### 4. Notification of Approval

- If approved, the foreign exchange organization representative and/or the host family will receive a copy of the **approved application**.
- The approved application must be presented to the designated high school campus when the student arrives in Duncanville ISD and is ready to enroll.

### 5. Campus Enrollment

- The host family should contact the campus **counseling center** to schedule an appointment for enrollment, if necessary.



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- Upon enrollment:
    - The campus registrar will verify proof of residency and all immunization records.
    - The campus counselor will validate and evaluate the student's transcript to determine appropriate course placement.
    - The campus administrator will notify the **LPAC chair** and/or **Director of Language Acquisition** to assess the student for any language support services, if applicable.
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## **Contact Information**

For further questions regarding foreign exchange student placements, please contact:

**Alicia Bradley**

Director of Student Services

Duncanville Independent School District

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