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.

- 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.

Contact Information

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

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