



Duncanville ISD Foreign Exchange Student Enrollment & Eligibility Guidelines

The Duncanville ISD Foreign Exchange Program provides international students the opportunity to experience the educational, social, and cultural environment of Duncanville schools.

Guidelines for Enrollment

Eligibility Guidelines

1. **Residency:**
 - All host families must reside within the **Duncanville ISD attendance zone**.
 - **No out-of-district** foreign exchange students will be admitted.
2. **Application Submission:**
 - All foreign exchange students must submit a **Foreign Exchange Student Admittance Application** to the **Director of Student Services** for review.
 - No students will be enrolled without prior approval from the Director of Student Services.
3. **Visa Requirement:**
 - Only students with a valid **J-1 visa** will be considered for admission.
 - The district does not receive ADA funding for students without a J-1 visa.
4. **Agency Requirements:**
 - The host agency must be in good standing on the **Advisory List of International Educational Travel and Exchange Programs** as outlined by the **Council on Standards for International Educational Travel (CSIET)**.
Visit www.csiet.org for more information.
5. **Application Deadlines:**
 - Applications must be submitted to the **Student Services Department** between **March 1 and July 15** of each school year.
6. **Required Documentation:**
 - Students must submit the following before enrollment:
 - Most recent transcript
 - Current required immunizations
 - Additional documents listed in the **Foreign Exchange Student Protocol Document**



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7. Enrollment Limits:

- Foreign exchange students will only be admitted for **one academic year**.
- **70% or more** of the student's classes must be academic.
- Students must be enrolled in at least the **10th grade** and no higher than the **11th grade**.
- Foreign exchange students are **not eligible to receive a diploma**.
- The district limits enrollment to **five students per year**, pending approval by the School Board and TEA.

8. Calendar Year and Enrollment Deadline:

- Foreign exchange students will only be accepted for **one calendar year**.
- Students must be enrolled **before the first day of school in the fall semester**.
- Foreign exchange students will **not** be approved for a single semester.

9. Withdrawal and Replacement Policy:

- If a foreign exchange student is returned to their home country or transferred to another district during the school year, **no new foreign exchange student** will replace the withdrawn student.

10. Protocol Compliance:

- All guidelines must be met.

Enrollment Process

1. The campus registrar will inform families and organizations that a **Foreign Exchange Admittance Application** must be submitted to the **Director of Student Services**.
2. The Director of Student Services will:
 - Verify that the host family and agency meet all guidelines.
 - Notify the campus registrar and nurse to confirm proof of residency and immunization records.
 - Approve or deny enrollment.
3. Upon approval:
 - The campus registrar will upload the application and approval to the **student information system**.
 - The counselor or transcript specialist will validate the student's transcript and place them in appropriate courses.
 - The campus administrator will notify the **LPAC Chair** and/or Director of Language Acquisition to determine if the student requires language support.



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Contact Information

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

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