

FD R-1 Foreign Exchange Students

BRAZOSPORT ISD

ADMINISTRATIVE REGULATION

Contact: [**Deputy Superintendent of Administrative Services**](#)

In order to maintain consistency across the district, when a request is made to enroll as a foreign exchange student, the following guidelines and procedures shall be applied:

Guidelines:

1. Students shall sign a waiver of their intention to pursue a Texas high school diploma in order to be excused from the STAAR state testing requirement. Otherwise the student shall be required to have credits to support graduation and take the exit state testing assessments.
2. Students must be between the ages of 16 and 18 years by September 1 of the school year attending and will be enrolled as 11th graders where the curriculum focus is American Literature and History. Students will be enrolled for a maximum of two (2) semesters. Official transcripts are available, and together with report cards should provide the necessary documentation for students returning home.
3. Students are subject to BISD attendance and discipline policies and are expected to participate fully in their classes, including taking tests.
4. The representative is expected to maintain continuous personal contact with each of its Exchange-Visitor students, the host family, and the high school in which each student is enrolled. The representative shall initiate action to resolve any problems that may arise with respect to the student's participation in his or her academic program or with respect to the student's relationship with his or her host family.

Procedures:

1. Requests to place students for the upcoming school year will be accepted beginning March 1st through August 31st and should be submitted to the BISD Administrative Services, P.O. Drawer Z, Freeport, TX 77542 or by email to ccisneros@brazosportisd.net. The request shall be made on the **Application for Foreign Exchange Student** provided by the District and shall include attachments to support the request that include basic information about the student (including immunizations, school transcript, and verification that the student has not completed their high school education); and copy of host family's approval form. The program representative cannot be named as host family on a temporary basis while awaiting a permanent host family.
2. Program sponsors are responsible for entering information to register students in the Student and Exchange Visitor Information System (SEVIS). Students must submit a SEVIS generated Form, DS 2019, and Certificate of Eligibility for Exchange Visitor Status prior to enrollment and will not be

enrolled without presentation of the Form DS 2019 Certificate of Eligibility for Exchange Visitor Status.

3. A student will only be enrolled once all requirements have been met. This includes completed and up to date immunizations documented by the school nurse and all other enrollment documentation completed. Upon completion of the school acceptance form, the student will be officially approved. Counselors at the respective schools will be notified so that they will know which students have been approved for enrollment. The host family should make an appointment to meet with the counselor when the student arrives.
4. Should the host family change at any point during the enrollment period, the campus counselor, registrar, and BISD Administrative Services shall be made aware immediately.

Attachment

Adoption Date: 8/28/2012

Review Date: 3/25/2024