

FOREIGN EXCHANGE  
STUDENTS

In order to equalize the enrollment of foreign exchange students in District high schools, each of the secondary schools may sponsor no more than eight foreign exchange students each year for whom tuition may be waived. Students will be assigned to campuses based on the host family residence. When the limit is attained, a student will be assigned by the assistant superintendent of high schools for Secondary Schools Division or by the director for ~~Pupil~~ **Student and Parent** Services Department to the next campus to make distribution equitable. Assignments will be on a first-come, first-serve basis.

Students must be sponsored by a recognized foreign exchange program, such as American Field Service and Youth for Understanding. The District may choose not to recognize a foreign exchange program sponsor. The program should have a local representative available for contact by the host family and/or the District. All foreign exchange students must be cleared by the assistant superintendent for high schools or by the director for ~~Pupil~~ **Student and Parent** Services. It is the responsibility of the ~~assistant superintendent for high schools or the director for Pupil~~ **Student and Parent** Services to notify the campus of such cases.

When all the above criteria have been met, ~~Pupil~~ **Student and Parent** Services will send a memo to the campus and the high schools division stating the student has been accepted, along with the following information:

Student's name	Sponsor
Date of birth	Host parents
School assignment	Host parents' address
School year	Host parents' telephone number

ADMISSIONS  
PROCESS

Guidelines for the admissions process are as follows:

1. ~~Pupil~~ **Student and Parent** Services receives the foreign exchange packet from the host organization.
2. ~~Pupil~~ **Student and Parent** Services determines whether the intended host family resides within the District's boundaries. If a host parent is an employee or is active duty military residing outside of the District, a Pupil Transfer Request will be issued.
3. ~~Pupil~~ **Student and Parent** Services will direct the host organization to direct the host family ~~to Pupil Services~~ to complete a Responsible Person Affidavit **at the campus**. Documentation will be provided to the host family to give to

the campus. Campuses will attach the documentation to the enrollment form.

4. Upon receiving this information, ~~Pupil~~ **Student and Parent** Services will process an exemption from tuition and will notify the campus in writing.
5. This permission will be granted for one year only.
6. The respective school will admit the student upon receiving written approval from ~~Pupil~~ **Student and Parent** Services.
7. The campus is responsible for notifying ~~Pupil~~ **Student and Parent** Services if the student does not enroll and if/when the student withdraws. This allows Pupil Services to maintain accurate enrollment counts at each campus.
8. ~~Pupil~~ **Student and Parent** Services will maintain a database of all foreign exchange students and will periodically provide the database to the high schools division.
9. Foreign exchange students **are required to take STAAR EOC assessments for courses in which he or she is enrolled. However, the student is not required to retest unless he or she is planning to earn a Texas high school diploma** ~~who have waived, in writing, their intention to receive a Texas high school diploma may be excused from the exit level requirement. [See FMH(LOCAL) for participation in graduation exercises]~~
10. Once each of the high schools has eight foreign exchange students assigned, the District administration will move forward with an application for a waiver from the Commissioner of Education to limit the total number of foreign exchange students enrolled on a tuition-free basis in the District. [See FD(LEGAL)] If the waiver is not granted, the foreign exchange students will be assigned on an equitable basis so that each high school has approximately the same number of foreign exchange students.
11. The host program is responsible for providing the United States (U.S.) Department of State's toll free number to all participating students. Foreign exchange students may call 1-866-283-9090, 24 hours a day seven days a week, regarding issues related to the exchange program and their stay in the United States. The U.S. Department of State will contact the sponsor.
12. Any serious concerns (discipline, **attendance, etc.** ~~Child Protective Services, and the like~~) should be immediately reported

to the director for ~~Pupil~~ **Student and Parent Services** and/or ~~the assistant superintendent for high schools.~~ **Child Protective Services must be notified in all cases of abuse.**

NONACCREDITED  
SCHOOLS (INCLUDES  
HOMESCHOOLS)

A high school student entering the District from any nonaccredited school, including a homeschool program, will be given the opportunity to validate credit earned in the sending school through credit by examination from the University of Texas at Austin or Texas Tech University with prior instruction at no cost to the student or parent. The student or parent must request credit validation at the time of registration. If the student chooses not to request credit validation, the student will be enrolled in the course.

If the student does not earn a passing score on the credit by examination with prior instruction administered by the District and does not retake the examination at the student's own expense through one of the university centers, the student will be enrolled in the specific course in the District for which he or she tested but did not earn credit.

Credit by examination scores for high school courses will not be used in computing the student's grade point average (GPA) and class rank. [See EIC(LOCAL)]

If no credit by examination assessment is available from the University of Texas at Austin or Texas Tech University, the student will provide a curriculum portfolio to the high school counselor that will be submitted for review by guidance and counseling services and the appropriate curriculum and instruction department. The curriculum portfolio will include: textbooks used, scope and sequence for the course, lesson plans, student class work, and student examinations. If curriculum portfolio meets the TEKS for the appropriate curriculum, a grade of "P" will be awarded.

The curriculum portfolio grade of "P" and high school courses will not be used in computing the student's GPA and class rank. [See EIC(LOCAL)]

Per TEA memorandum (September 4, 2015): "Effective with the 2015–2016 school year, a student who earned high school credit for a course for which there is an EOC assessment prior to enrollment in a Texas public school and the credit has been accepted by a Texas public school or who had completed a course for high school credit in a course for which there is an EOC assessment prior to the 2011–2012 spring administration, is not required to take that EOC in order to receive a Texas diploma."