

### **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~~ **EXECUTIVE director** of the Student and Parent Services Department to the next campus to make distribution equitable. Assignments will be on a first-come, first-served 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~~ **EXECUTIVE director** for Student and Parent Services. It is the responsibility of ~~the director~~ for Student and Parent Services to notify the campus of such cases.

When all the above criteria have been met, 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
- Date of birth
- School assignment
- School year
- Sponsor
- Host parents
- Host parents' address
- Host parents' telephone number

### **Admissions Process**

Guidelines for the admissions process are as follows:

1. Student and Parent Services receives the foreign exchange packet from the host organization.
2. 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. Student and Parent Services will direct the host organization to direct the host family 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, 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 Student and Parent Services.
7. The campus is responsible for notifying Student and Parent Services if the student does not enroll and if/ or when the student withdraws. This allows Student and Parent Services to maintain accurate enrollment counts at each campus.
8. 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. [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 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, and the like) should be immediately reported to the ~~EXECUTIVE~~ director for Student and Parent Services. Child Protective Services must be notified in all cases of abuse.

**Nonaccredited  
Schools (Includes  
NON ACCREDITED  
Homeschools OR  
PROGRAMS)**

A high school student entering the District from any nonaccredited school, including a **NONACCREDITED** homeschool program **OR A NONACCREDITED VIRTUAL 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 the 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."

**Grant Credit from  
International  
Schools**

Evaluation of  
Foreign Transcripts

Initial Grade-Level  
Placement

Transcript Review  
Documentation

Beginning in the 2017–18 school year, middle and high school campus counselors will evaluate all foreign transcripts, including foreign exchange and other documents, for secondary-grade-level placement (grades 7–12), regardless of the country from which the student is entering.

Upon enrollment, the student will be placed initially at the grade level attained in the home country, pending a final transcript review by the campus counselor. Upon evaluating all submitted academic documents, the campus counselor will grant credit and make a formal grade-level placement recommendation through the grade level change form, if applicable. This form must be signed by the principal and returned to the registrar to be kept in the student's cumulative folder.

The campus counselor will consult with the District's counseling and advising department if a student has completed, or appears to have completed, a post-*secundaria* institution (e.g. *colegio de bachilleres*, *preparatoria*, *instituto tecnológico*, and the like) to determine admission eligibility to the District high school program.

The District counseling and advising department will create an international student transcript checklist and course crosswalk for campus counselors to document the name of the school(s) where the credit was earned, the title of the course from the foreign country, the title and course number for the equivalent District course, the amount of credit earned, and the grade(s) earned.

The District counseling and advising department will consult with academic curriculum content specialists in the development of the course crosswalk and will not create an arbitrary minimum or maximum of credits that may be accepted from Mexico, another country, or another state. A student's grade-level assignment is made based solely on the number of credits that he or she has earned and not any other imposed measure.

Credit equivalency analyses of Mexican and other foreign academic documents will be completed within 30 business days, barring any extenuating circumstances with the student documents. The student's actual grade placement will be adjusted to reflect his or her earned credits upon completion of the transcript evaluation.

The campus counselor will complete and document the preliminary transcript evaluation and intake in the college and career readiness planner (CCRP).

If a student transcript has not been translated into English, the campus counselor will forward the document to the District's counseling and advising department for assistance in translating. The

counselor will submit a campus request for transcript review form along with supporting documentation to the District counseling and advising department. The District counseling and advising department will complete a credit analysis of the transcript and return it to the home campus counselor of record. At that time, the student's grade placement will be adjusted to reflect his or her earned credits in a prompt manner, if applicable. (Extenuating circumstances may require additional time to translate some transcripts. Documentation of this process should be maintained.)

Registrars will time stamp all documents, e.g. *boletas*, submitted by students or parents upon enrollment and will forward copies to the school counselor.

Registrars will enter credits and grade information resulting from the evaluation of a transcript into a student's course history as indicated through the CCRP. Registrars cannot and must not evaluate transcripts.

Registrars will use the transcript audit tracking form to document attempts to request student records. (Extenuating circumstances may require additional time to obtain some transcripts. Documentation of this process should be maintained.) Refer to Student and Parent Services (Academic Achievement Record (AAR)—cum record).

School counselors will provide parents the grade-level notification form advising them of the grade-level placement of their son or daughter that delineates the process to follow to voice any questions or concerns. Student and parent complaints may be presented in accordance with FNG(LOCAL).

Guidelines for  
Granting Course  
Credit from Foreign  
Schools Including  
Mexico

Credits may be granted based on successful completion of an academic year and are to be reduced accordingly for partial-year enrollment. Credit shall be based on documentation provided, e.g. report cards and transcripts.

A 0.5 credit may be awarded for single-semester attendance.

In-progress grades can be taken when a student transfers to a District school mid-semester.

Students in Mexico receive grades on a 10-point scale with 10 being perfect and 6 being the lowest passing grade.

Grades of 7.0–10.0 are to be multiplied by 10 to generate an equivalent District grade.

Beginning in the 2017–18 school year, if numerical grades between 6.0 and 6.9 are considered passing from the sending school,

grades will be entered and, if applicable, credit granted. The grade will be entered in CCRP and reflected on the student AAR. This is consistent with credit and grade awards from other U.S. states where 60 is the lowest passing grade.

If the grade scale on the transcript is not standard to determine the conversion on the grade equivalent conversion chart, refer to Board policy EIC(LOCAL) or contact the District counseling department.

Failed courses and failing grades from foreign countries are not transferred to the student's course history.

Placement by  
Credits Earned in  
*Secundaria*

When registering a student in a District high school who has attended grade 9 or higher in a U.S. school, a Mexican *secundaria*, *preparatoria*, or another out-of-country school, the receiving District high school campus counselor shall review all documentation, including the U.S. and out-of-country school report card/transcripts. The District will honor the credit awarded by the previous U.S. school.

The District will award high school credit (e.g. Spanish I, II, III, and IPC) for established equivalent courses successfully completed during the three years of *secundaria* (grades 7, 8, and 9).

Spanish I credit is given for *Español I* taken in the first year of *secundaria* (grade 7). If report card(s) from Mexico only reflect the *secundaria* second year Spanish II, credit for Spanish I may be granted with a "p" (pass). The same will hold for Spanish II and III, and the like. The school counselor should contact the District counseling and advising department for details regarding the most recent local course crosswalk.

Integrated physics and chemistry (IPC) credit is given for *Ciencias II* and *III* taken in the second and third year of *secundaria*, grades 8 and 9, respectively.

A student who completed the third year of *secundaria* (grade 9) and has been awarded less than 5.5 credits will be considered a second-year ninth-grade student. A student who completed the third year of *secundaria* (grade 9) and has been awarded 6 to 11.5 credits will be considered a first-year tenth-grade student, and the like.

Course crosswalk equivalencies are based on recommendations by District academic curriculum content specialists.

English credit cannot be awarded for "Ingles." English is a foreign language taught in a non-English speaking country and English

language arts or even English for speakers of other languages (ESOL) are not equivalent courses.

Beginning in the 2017–18 school year, ESOL credit may be accepted from an identified bilingual, dual-language, or international school. The awarding of credit is predicated on the following: the sending Mexican *secundaria* or *preparatoria* is a verifiable dual-language school; the curriculum is taught partially in English; the student passed the Mexican course(s) in question, and the student is considered ineligible for English as a Second Language (ESL) services as determined by the required District testing upon enrollment.

English from English-Speaking Countries

Beginning in the 2017–18 school year, English may be awarded from an English-speaking country provided the sending school is an accredited institution in said foreign country and the curriculum is taught in English; the student passed the course(s) in question; and the student is considered ineligible for ESL services as determined by the required district testing upon enrollment.

Mexican Course  
Equivalencies from  
*Preparatoria*,  
*Bachillerato*, and  
*Institutos Technicos*

Curricula at *preparatoria*, *bachillerato*, and *instituto de tecnologia* are not regulated by either a state or national agency in Mexico. There are several hundred different curricula in use in many different types of post-*secundaria* education, lasting from four to six semesters.

The District course crosswalk includes some of the most consistent equivalent course offerings. Course crosswalk equivalencies are based on recommendations by District academic curriculum content specialties.

Tenth–11<sup>th</sup> or 12<sup>th</sup>-  
grade graduation

*Credit by  
Examinacion  
from Mexico  
Exámenes  
Extraordinarios  
de  
Regularizacion*

Students may reclaim credit for failed courses in Mexico by taking a credit by examination, or *exámenes extraordinarios de regularización*, and the like. Credit may be granted for failed courses for which a student successfully completed a credit recovery course in his or her home country. The grade earned in the recovery course is granted. Credit will be awarded for scores of 70 and above (score of 7 in Mexico) the *examen extraordinario*.

*Diversificado para  
Diagnostico  
Examen from  
Mexico*

Credit may be granted for grades 7–9 by obtaining a certificate of completion from the student's home country's alternative educational completion system, or *secundaria en el sistema de abierto para adultos del inea*. The exams are referred to as "*diversificado para diagnostico*." Credit may be granted based on the grade earned on the examination.

District  
Requirements

Students from countries other than Mexico, whether living in the United States or visiting as a foreign exchange student, fall under all the same requirements as an immigrant student from Mexico. These students must fill out a home language survey form and be assessed if they indicate a language other than English as the language they speak most of the time. The IPAC shall then determine the appropriate program or class placement.

The enrolling campus is not to submit a student's academic documents to an outside agency for evaluation. The District's counseling and advising department will be contacted if there are questions regarding the academic documents.

Foreign Exchange  
Students

Beginning in the 2017–18 school year, all foreign exchange transcripts will be audited by high school campus counselor. Refer all requests for foreign exchange placement to the Student and Parent Services department. More information on foreign exchange students can be found on the Student and Parent Services website.

Admission  
Information

**THE DISTRICT REQUIRES COMPLETION OF A FORM CONTAINING INFORMATION ON EACH STUDENT SEEKING ADMISSION. IF THE STUDENT IS A MINOR NOT LIVING WITH A PARENT, GUARDIAN, OR OTHER PERSON HAVING LAWFUL CONTROL OF THE STUDENT, THE DISTRICT WILL VERIFY THAT THE STUDENT'S PRESENCE IN THE DISTRICT IS NOT FOR THE PRIMARY PURPOSE OF PARTICIPATION IN AN EXTRACURRICULAR ACTIVITY.**

**DESIGNATION OF  
PERSON STANDING  
IN PARENTAL  
RELATION**

**THE DISTRICT WILL REQUEST THAT A POWER OF ATTORNEY OR AN AUTHORIZATION AGREEMENT, AS PROVIDED BY CHAPTER 34 OF THE FAMILY CODE, BE PROVIDED FOR ANY STUDENT NOT CURRENTLY RESIDING WITH A PARENT, GUARDIAN, OR MANAGING CONSERVATOR. THE DISTRICT WILL ESTABLISH A TIMELINE FOR THE COMPLETION AND RETURN OF THE POWER OF ATTORNEY OR THE AUTHORIZATION AGREEMENT, AS WELL AS ESTABLISH A PROCEDURE FOR WAIVING THIS REQUEST WHEN THE SUPERINTENDENT DETERMINES THAT A STUDENT'S CIRCUMSTANCES PRECLUDE COMPLIANCE.**

**A PERSON ENROLLING A CHILD IN THE CONSERVATORSHIP OF THE STATE (FOSTER CARE) MAY PROVIDE AS LEGAL AUTHORITY FOR ENROLLMENT EITHER A DFPS PLACEMENT AUTHORIZATION FOSTER CARE/RESIDENTIAL CARE FORM 2085FC OR A COURT ORDER NAMING DFPS AS TEMPORARY OR PERMANENT MANAGING CONSERVATOR OF A CHILD.**



**SCHOOLS WILL KEEP ALL INFORMATION REGARDING A STUDENT'S STATUS AS A YOUTH IN FOSTER CARE CONFIDENTIAL, WITH SECURE ACCESS, AND WILL SHARE SUCH INFORMATION WITH OTHER SCHOOL PERSONNEL ONLY ON A NEED-TO-KNOW BASIS.**

**Proof of Residency**

**AT THE TIME OF REGISTRATION, THE PARENT, GUARDIAN, OR OTHER PERSON HAVING LAWFUL CONTROL OF THE STUDENT UNDER ORDER OF A COURT MUST PRESENT PROOF OF RESIDENCY IN THE DISTRICT AS REQUIRED BY LAW.**

**EXAMPLES OF DOCUMENTATION THAT MAY BE USED TO VERIFY RESIDENCY INCLUDE:**

- 1. A CURRENT LEASE AGREEMENT OR MORTGAGE STATEMENT;**
- 2. THE MOST RECENT TAX RECEIPT INDICATING HOME OWNERSHIP;**
- 3. A CURRENT UTILITY BILL; OR**
- 4. A GOVERNMENT-ISSUED PHOTO IDENTIFICATION CARD.**

**FOR A STUDENT LIVING SEPARATE AND APART FROM HIS OR HER PARENT, GUARDIAN, OR OTHER PERSON HAVING LAWFUL CONTROL UNDER ORDER OF A COURT, THE ADULT DISTRICT RESIDENT WITH WHOM THE STUDENT RESIDES MUST PROVIDE PROOF OF RESIDENCY IN THE SAME MANNER AS A PARENT.**

**FOR A NONRESIDENT STUDENT WHOSE RESIDENT GRANDPARENT PROVIDES A SUBSTANTIAL AMOUNT OF AFTER-SCHOOL CARE, THE GRANDPARENT MUST PROVIDE PROOF OF RESIDENCY IN THE SAME MANNER AS A PARENT.**

**CONTINUED ENROLLMENT**

**AFTER A STUDENT'S INITIAL ENROLLMENT, THE DISTRICT WILL VERIFY RESIDENCY THROUGH THE ANNUAL REGISTRATION PROCESS AND MAY INVESTIGATE STATED RESIDENCY AS NECESSARY.**

**VERIFICATION OF RESIDENCY INFORMATION**

**IN ACCORDANCE WITH LAW, THE DISTRICT MAY MAKE REASONABLE INQUIRIES TO DETERMINE WHETHER THE STUDENT IS A RESIDENT OF THE DISTRICT, INCLUDING WHEN A DOCUMENT SUBMITTED FOR PURPOSES OF PROVING RESIDENCY IS NOT IN THE NAME OF THE ADULT WHO IS ENROLLING THE STUDENT. BASED ON AN INDIVIDUAL'S CIRCUMSTANCE, THE DISTRICT MAY GRANT EXCEPTIONS TO THE**

REQUIREMENT TO PRODUCE A DOCUMENT LISTED ABOVE. WHEN REQUIRED BY LAW, THE DISTRICT WILL WAIVE THE REQUIREMENT TO PROVE RESIDENCY IN THE DISTRICT BOUNDARIES.

**EXCEPTIONS**

***VICTIMS OF  
FAMILY  
VIOLENCE,  
SEXUAL  
ASSAULT, OR  
STALKING***

PROOF OF A STUDENT'S RESIDENCY WILL BE WAIVED WHEN THE STUDENT OR THE STUDENT'S PARENT OR GUARDIAN IS A PARTICIPANT IN THE ATTORNEY GENERAL'S ADDRESS CONFIDENTIALITY PROGRAM FOR VICTIMS OF FAMILY VIOLENCE, SEXUAL ASSAULT, OR STALKING. THE DISTRICT MUST ACCEPT A SUBSTITUTE POST OFFICE BOX ADDRESS DESIGNATED BY THE ATTORNEY GENERAL IN PLACE OF THE RESIDENTIAL, WORK, AND/OR SCHOOL ADDRESS IF IT IS PRESENTED BY A PARENT OR STUDENT PARTICIPATING IN THE PROGRAM. INFORMATION ON THE [ADDRESS CONFIDENTIALITY PROGRAM](#)<sup>i</sup> CAN BE FOUND ON TEA'S WEBSITE.

***HOMELESS  
STUDENTS***

PROOF OF A STUDENT'S RESIDENCY WILL BE WAIVED WHEN THE STUDENT IS HOMELESS AS DEFINED BY LAW. [SEE FDC]

**Coordination with  
District Liaisons**

SCHOOLS RECEIVING INFORMATION INDICATING THAT AN ENROLLING STUDENT MAY BE HOMELESS OR IN FOSTER CARE WILL NOTIFY THE DISTRICT'S HOMELESSNESS LIAISON OR FOSTER CARE LIAISON. [SEE FFC AND FDC]

**WITHDRAWAL  
PROCEDURES**

WHEN A STUDENT UNDER AGE 18 WITHDRAWS FROM SCHOOL, THE PARENT OR GUARDIAN MUST SUBMIT A WRITTEN REQUEST TO THE PRINCIPAL, SPECIFYING THE REASONS FOR WITHDRAWAL AND THE FINAL DAY THE STUDENT WILL BE IN ATTENDANCE. A STUDENT WHO IS AGE 18 OR OLDER, WHO IS MARRIED, OR WHO HAS BEEN DECLARED BY A COURT TO BE AN EMANCIPATED MINOR MAY WITHDRAW WITHOUT PARENTAL SIGNATURE.

IF POSSIBLE, THREE DAYS' NOTICE SHOULD BE GIVEN TO PROVIDE TEACHERS TIME TO COMPUTE GRADES AND CLEAR ALL RECORDS.

THE PRINCIPAL WILL OFFICIALLY WITHDRAW THE STUDENT FROM SCHOOL.

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<sup>i</sup> Address Confidentiality Program: [https://tea.texas.gov/About\\_TEA/Government\\_Relations\\_and\\_Legal/Address\\_Confidentiality\\_Program](https://tea.texas.gov/About_TEA/Government_Relations_and_Legal/Address_Confidentiality_Program)