



Frisco ISD

Guidelines for Foreign Exchange Students

Content

Applying for Foreign Exchange Placement in Frisco ISD	3
Application Instructions	3
Timelines	3
Application Acceptance	4
Requirements for FISD Foreign Exchange Students	4
Student Requirements	4
Host Information	5
Agency Responsibilities and Information	6
Questions	6

Applying for Foreign Exchange Placement in Frisco ISD

Applying for Placement

Application Instructions

The local foreign exchange organization representative should complete the online application form. All of the required documentation concerning the exchange student shall be attached to the online application. ONLY online/electronic applications will be accepted. No documentation should be mailed or otherwise submitted to the District. The application must be complete when submitted or it shall not be considered. Applications denied for any reason must be re-submitted and will be processed in the order received.

Please note that:

- Immunization and transcript records submitted must be official records.
- All records submitted must be in English
- Falsification of a student record will result in immediate withdrawal.

Documentation required within application:

- Birth Certificate and/or Passport
- Frisco ISD's Transcript Conversion Form
- Immunization Records
- Host Family Proof of Residence ([View acceptable documents](#))
- Official High School Transcript (translated to English)
- Agency's Acceptance Letter (must be fully completed except for needed signature)

****Panther Creek High School will not be accepting foreign exchange students for the 22-23 school year.*

Timelines

Applications for the upcoming academic year will be accepted starting April 19th and will close June 1st. No applications submitted after June 1 will be considered (applications will not be accepted on a rolling basis throughout the school year.) Applications will be reviewed in the order received. Response to new applications may take up to 30 days.

Acceptance Notification

The student will be officially approved for placement at a designated campus within the district when the school acceptance form has been signed and returned to the agent. Agents will be notified of acceptance no later than June 30th, 2022. Agencies will not be allowed to substitute alternate student placements after June 1st.

Foreign exchange students will only be accepted for the full calendar year and they must be enrolled before the first day of the fall semester. Foreign exchange students will not be approved for a single semester.

You can access the 22-23 Foreign Exchange Application form here:

[Foreign Exchange Application Form](#)

Requirements for Frisco ISD Foreign Exchange Students

Student Requirements

Every foreign exchange student is encouraged to be fluent in speaking, reading and writing English, but students will not be denied access due to limited skills.

At the time of enrollment, students must be over 14 and under the age of 18.

All foreign exchange students shall be enrolled as face-to-face students and will attend 8 courses throughout the school year.

The foreign exchange student must have been enrolled in high school or equivalent in the semester preceding the academic year of exchange enrollment. No exchange student who has completed the equivalent of 12th grade in his or her home country, has received a diploma or certificate of graduation, or is considered eligible for college/university placement will be eligible to attend an Frisco ISD high school as a foreign exchange student.

Foreign exchange organizations must be able to bring the student via a J-1 Exchange Visitor Visa, since Board policy and State law prohibit the ISD from issuing an I-20 form for a student to obtain an F-1 Visa.

Foreign exchange students will be classified as 11th graders. Foreign exchange students may, however, be permitted to participate in senior level events and activities at the discretion of the campus principal or designee. Foreign exchange students are not included in class ranking. Students may not participate in work-based programs. Foreign exchange students are not eligible for graduation or earning a Texas high school diploma.

Foreign exchange students are subject to Frisco ISD attendance and discipline regulations and policy and are expected to participate fully in their classes. Students must be in attendance at least 90 percent of days each course is offered to receive credit.

No more than five (5) students will be placed on any one campus per TEA Waiver

Host Family Information

The host family must be established at the time of application. Agent/temporary placement may NOT be used while waiting for the permanent host family to be located. Host families must be residents of the accepting high school's attendance zone. Attendance zone information can be located online <https://www.friscoisd.org/departments/attendance-zones/home>.

Campus Enrollment

Before school begins and after the student has arrived, the host family must make an appointment with the designated high school counseling department to enroll the student and obtain a class schedule. Foreign Exchange students must be enrolled before the first day of the fall semester.

The campus enrollment process requires the following:

- 1) Review the information on the [22-23 New Student Enrollment](#) page.
- 2) Complete the [online registration form](#). Upload your student's school acceptance letter when asked for student documents (these documents have already been shared with the campus from the student's agency. The agent can provide you with the student's school acceptance letter.)
- 3) After the online registration form has been submitted, the campus will review and will contact the family regarding next steps and an enrollment appointment.

If you have any questions regarding this process, please contact the campus registrar.

In the event that a change in host family is necessary, the new host family must also reside in the high school's attendance zone. The host family must present proof of residency (such as current gas/electric bill) in the District at that time. Any change in residence or host family must be immediately reported to the District.

Agency Responsibilities and Information

A foreign exchange agency 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.

Acceptance of foreign exchange students may not be transferred to another foreign exchange applicant. Withdrawal of an accepted foreign exchange student placement forfeits the spot. A new application may be placed if still within the application window.

Waiting lists will not be maintained. Approved applications that are withdrawn prior to the start of the school year will count toward the maximum allowable number for that campus.

Meeting with Students on Campus

Foreign exchange agency representatives may meet with their designated foreign exchange student at the high school campus, providing the following steps are taken:

- Agency representative must contact district foreign exchange office regarding potential campus visit
- Agency representative must have an agency badge to show along with a Driver's license for campus sign-in
- Student is to remain on campus and should meet with agent in campus-approved location (typically conference room close to front office)
- Local agency representative must live within 10 miles of Frisco ISD.

Questions?

For more information regarding the Foreign Exchange Program in Texas, see the [TEA Foreign Exchange FAQ](#).

For any question concerning the FISD application or process, please contact:

Rachel Salas: salasar@friscoisd.org

We look forward to your continued partnership to support the FISD Foreign Exchange program!

Heather Mayfield, Secondary Counseling Coordinator, mayfieldhe@friscoisd.org