

FISD
Foreign Exchange Student
Application

Applications will be accepted from
February 1st – June 1st 2012

No more than three (3) students will be placed on any one campus

Please note that FISD Policy FD (Regulation) is being updated.

All applications and questions
Must be directed to

Sally Turner, FISD Special Projects Facilitator
7075 Hickory Street
Frisco, TX 75034
phone: 469-633-6971
email: turners@friscoisd.org

EXCHANGE
STUDENTS

Foreign exchange agency representatives shall apply to the office of Student Administrative Services for permission to enroll a foreign exchange student in the District.

A waiver to limit the number of foreign exchange students District-wide is in effect. The number of students accepted and the placement in schools within the District will vary from year to year according to the current waiver limit and enrollment projections for each school. The following requirements and guidelines pertain to the admission and attendance of foreign exchange students:

1. Applications to enroll students for the following school year will be accepted February 1 through March 1 each year. Applications must be delivered in person or by mail to Frisco ISD, Foreign Exchange Student Liaison, 7159 Hickory Street, Frisco, Texas, 75034. Faxed requests will not be accepted. **Beginning February 1, one qualified student application will be approved per agency, until March 1. During the week following March 1 the name of each remaining qualified student will be entered into a drawing. As the names are drawn, assignments will be made up to the waiver limit. Those students drawn in excess of the limit will be placed in order on a waiting list. This method guarantees fairness to all agencies.**
2. The completed application must include the following records, written in English, for each student: Cover List of Applicant File Contents, Acknowledgment of District Foreign Exchange Student Guidelines, District Transcript Conversion Form, official high school transcript, copy of birth certificate or passport (verifying age at the time of enrollment of 15 to 18 1/2), host family information, school acceptance form, and immunization record. The program representative cannot be named as host family on a temporary basis while awaiting a permanent host family. To insure accurate credit evaluation for preparation of an official high school transcript, all information must be complete on the District Transcript Conversion Form.

All information for courses both completed and in progress at the time of the application must be included.

3. Based upon previous high school records and age, District counselors will determine grade placement. Students with high school credits from non-English-speaking foreign countries can receive a maximum of two credits for courses taken in English as a second language. Students must take both English III and English IV to meet the Texas requirements. Generally, students with 0 to 5 credits will be placed in ninth grade, students with 6 to 11 credits will be placed in tenth grade, and students with 12 to 17 credits will be placed in eleventh grade. District staff will evaluate the foreign transcript to determine eligible credits that meet the Texas Education Agency and District graduation requirements. Students will not be placed in a grade level that is deemed inappropriate for their age or academic level to accommodate placement in the District.
4. The District reserves the right, if necessary, to limit the number of students placed by each organization to allow several organizations the opportunity to place students in the area.
5. The student will be officially approved for placement at a designated campus within the District when the school acceptance form has been signed. The foreign exchange representative will be notified and the counselor at the respective school will receive all records submitted for the student. When the student arrives, the host family must make an appointment with the counselor to enroll the student and obtain a class schedule. The host family must present proof of residency in the District at that time.
6. Following the drawing and acceptance of students, program representatives will be notified so they may make arrangements to place remaining students in other districts. Students not accepted due to the waiver limit will be placed on a waiting list. If a student is approved and later elects not to attend, the next student on the waiting list will be accepted. Representatives will be contacted immediately.
7. If a student is approved for placement at a campus that is not the home school attendance area assigned to the host parent's residence, the host parent will be responsible for transporting the student to and from school. Transfer students are not eligible for school bus transportation. The student is eligible for school bus transportation if they are assigned to the home

school for the host parent's residence and the residence is two or more miles from the school.

8. Students are subject to District attendance and discipline policies and are expected to participate fully in their classes, including taking tests. Students must be in attendance at least 90 percent of days each course is offered to receive credit. Absences for any reason are counted in the attendance record.
 9. 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 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.
 10. Programs must be able to bring the student to Frisco via a J-1 visa, since Board policy and State law prohibit the District from issuing an I-20 form for a student to obtain a F-1 visa.
 11. Sponsors shall insure all students demonstrate maturity, good character, and scholastic aptitude.
 12. The District will consider foreign exchange students from agencies listed in the most current issue of The Advisory List published by the Council on Standards for International Educational Travel (CSIET). Programs in violation of District guidelines may be excluded from consideration.
 13. Any violation of the rules set forth in this regulation may result in the immediate withdrawal of the foreign exchange student from District schools. A foreign exchange student enrolled in a District school, who did not acknowledge himself or herself as a foreign exchange student and who has not been issued a school acceptance form to attend a District school will be withdrawn immediately. The student must be enrolled in the District whose official signed their acceptance form. The program representative responsible for the enrollment of the student without an acceptance form may receive sanctions restricting future placement of the program's students in a District school.
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DATE ISSUED: 04/05/2004
LDU-14-04
FD(REGULATION)-X

This online presentation of your district's policy is an electronic representation of TASB's record of the district's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent. [See BF (LOCAL) for further information.]

Foreign Transcript Evaluation Guidelines

Credits for high school work are awarded on the basis of hours of instruction in each subject. 55 hours of instruction equals .5 credit per semester and 110 hours of instruction equals 1 credit for a year. A form should be used to convert classroom instruction time to credits. Exceptions: classes that meet for 1 or 2 hours of instruction per week for 2 years - combine those years to equal .5 or 1 credit.

Math: 1 credit per year from integrated math (Algebra, Geometry, Pre-Calculus/Trigonometry) i.e., Algebra or Geometry (9th grade), or Algebra II (10th grade), or Algebra II or Pre-Calculus/Trigonometry (11th grade). Sometimes the student has studied all of these areas in one semester or in one year. However, only 1 credit per 110 hours of instruction is allowed.

Science: Choose a sequence close to the Frisco ISD sequence. 1 (110 hours) to 1.5 (165 hours) credits may be awarded according to hours of instruction. Science studied in a year may include physics, biology and chemistry integration.

English: English instruction will count for ESOL I and ESOL II unless the student has attended an American School and then English classes will count.

History/Geography: 1 credit per year may be awarded for geography or world history. If the studies are about the home country (i.e., German History) it may be noted as "World Area Studies"- (social studies state elective) **This is not World History.**

Government/Economics: No credit may be awarded - Home country studies in these areas cannot count for the requirement which is U.S. Government and Free Enterprise (Economics).

Health: Foreign countries, with the exception of Mexico, rarely offer enough hours of instruction.

Foreign Language: Use corresponding TEA # for that language and award credits according to hours of instruction. If the language does not fit a specific language in the TEA guide, use "other foreign language" number.

The following classes may not be approved for TEA credit:

Religion
Philosophy
Ethics
Morals
Citizenship
Anthropology/Archeology
Zoology
Any Class that met for less than the required 55 hours

Frisco ISD Transcript Conversion Form

(FISD use only)

Student Name _____ ID # _____

 Name of Foreign School Telephone # of School Fax # of School

 Address of School City, Country, Postal Code

General Information:

Number of days in school year: _____ Number of years in elementary school: _____ Other years of education: _____
 (past high school prior to university/college)
 Month school year begins: _____ Number of years in middle school: _____
 Month school year ends: _____ Number of years in high school: _____ Upon completion of what grade level does a student receive a high school diploma: _____

Year	C/I*	Category	Name of class	Grade**	Number of hours of instruction in a week	Number of hours of instruction in a year	Credit Awarded/Notes Frisco ISD Use Only
		Math					
		English/ESOL					
		Science					
		History					
		Physical Education					
		Computer					
		Foreign Language					
		Health					
		Other					
		Math					
		English/ESOL					
		Science					
		History					
		Physical Education					
		Computer					
		Foreign Language					
		Health					
		Other					

*C = completed course I = course in progress at time of transcript (form must reflect ALL courses both complete and in progress)

**Grade scale to be converted to letter grades of A = 90-100, B = 80-89, C = 70-79, D = 60-69 (Failure)

(continued)

**Acknowledgment of Frisco ISD
Foreign Exchange Student
Guidelines**

I, _____, have read the Frisco ISD Foreign
(Agency Representative Name)

Exchange Student Guidelines As a representative of _____
(Foreign Exchange Agency Name)

I agree to abide by all the rules and guidelines in effect to provide a quality experience
for the students I oversee in homes of host families within the Frisco Independent
School District boundaries.

I agree to provide a copy of and to discuss in full the guidelines with host families
within the District. I understand that failure to abide by any of the rules or guidelines
either by the student, the host family, or myself will cause immediate withdrawal from
the school district and could negatively affect future placement of foreign exchange
students by my agency.

Signed this _____ day of _____, _____
(day) (month) (year)

Local Agency Representative Signature

Local Agency Representative Printed Name

Address

City

(TO BE RETURNED WITH EACH STUDENT APPLICANT FILE SUBMITTED)

Frisco I.S.D.
Cover List of Applicant File Contents

Student Name: _____

Country Represented: _____

Foreign Exchange Agency: _____

Foreign Exchange Local Representative: _____

Representative's Telephone Number: _____

Complete files will be included in the drawing on March 1, 2005. Check the items included in your packet. Complete files contain the following documents:

- Cover List of Applicant File Contents
- Acknowledgment of Frisco ISD Foreign Exchange Student Guidelines
- Frisco ISD Transcript Conversion Form
- Official High School Transcript
- Birth Certificate/Passport
- Host Family Information
- School Acceptance Form
- Immunization Record
- Additional items submitted are _____

Agency Representative Signature: _____

Date: _____