

The School District of Osceola County, Florida  
Procedures for the Enrollment of Foreign Exchange  
Students  
2018-2019

## Foreign Exchange Program (SB Rule 5.25)

### Applications

Applications for foreign exchange students may be submitted to the School District of Osceola County, Student Services Department. Please submit two copies with the checklist attached. This procedure will be updated each school year.

1. A foreign student exchange program approved by the Council on Standards for International Educational Travel (CSIET) may present a foreign exchange student for enrollment in Osceola County Schools with the following limitations. Capacity will determine the availability of student stations.
  - a. Each high school will be limited to six (6) students for the 2018-2019 school year, with the exception of Liberty High School and Poinciana High School who will be limited to twenty (20) students, respectively.
  - b. Each company will be limited to three (3) students at a particular high school until the openings at the school are committed.
  - c. If a high school's openings are not committed by **June 15, 2018**, an email will be sent to all companies listing the availability and school. Applications will then be accepted through **June 29, 2018** for those openings on a first come first served basis.
  - d. Osceola County will accept applications from six (6) approved companies. Once school openings have been filled the application process will be closed for the school year.
  - e. All applications must be received at the Student Services office by **June 29, 2018**.
  - f. Applications for approved foreign exchange students will be assigned to the guardian's zoned school. Any exceptions must be applied for according to guidelines which can be located at [http://osceolaschools.net/departments/charter\\_schools\\_and\\_educational\\_choices/choice\\_schools/](http://osceolaschools.net/departments/charter_schools_and_educational_choices/choice_schools/)
2. Applications must include in order
  - a. Proof that the sponsoring organization is a member of CSIET
  - b. Student application
  - c. A written statement verifying the student does not have a high school diploma
  - d. Health, accident and liability insurance that is valid in the United States
  - e. A written statement indicating who is responsible for the student in the event of an emergency and a phone number
  - f. Immunization in accordance with Florida statutes prior to first day of enrollment
  - g. Evidence of sufficient English language proficiency
  - h. Academic transcript from the home school with English translation
  - i. The named host family that has pledged to provide housing for the student
  - j. A background check on each member of the host family household that is eighteen (18) years of age or older and a background check for the organization's local representative
  - k. Notarized (or two witnesses) statement from biological parents or guardian that gives host family by name educational responsibility and a copy of the parent's picture identification
  - l. In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor shall document the reasons necessitating such change and provide this information to Student Services
3. While not necessary to include in the packet, student must meet all registration requirements which are included on the website and in this mailing.
4. Approval will be granted via email and a signed copy of the Agreement will be provided in the email. Originals will then be available to pick up at the Student Services office and the host family may come in and complete the Educational Responsibility paperwork.

## Eligible Students

The following eligibility requirements must be met

1. The student is required to enroll for a minimum of one semester and a maximum of a complete school year [two (2) Semesters]
2. Second semester students are strictly based on school enrollment and the application must be received by **November 17, 2018 (2<sup>nd</sup> semester begins January 8, 2019),**
3. Is sponsored by a program approved by the Council on Standards for International Educational Travel (CSIET)
4. Is at least fifteen (15) years of age but has not attained the age of eighteen and one/half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport
5. Will be living with a host family that resides in the county and has been approved by the sponsoring program
6. The student is required to maintain a minimum of a 2.0 Grade Point Average
7. The student is subject to the *Code of Student Conduct*
8. The student will be enrolled in grades nine through eleven only. Students who have completed eleventh grade or the equivalent in their home country will not be accepted
9. The student will not receive a diploma from any Osceola County school
10. The student's eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules
11. Students are not eligible for the Families in Transition (FIT) program, free or reduced lunch, ESOL or the Cooperative Work Programs

## Sponsors

The following guidelines apply to representatives of the foreign exchange student organization

1. Sponsors shall not facilitate the entry into the United States for the student for whom a host family placement has not been secured
2. Sponsor shall not place more than one student with a host family without the express prior written consent of The U.S Department of State
3. Sponsors will make no student placement outside 120 mile radius of the home of a local, organization representative authorized to act on the sponsor's behalf in both the routine and emergency matters arising from the student's participation in the exchange programs
4. Sponsors will ensure that no local, organization representative act as both host family and area supervisor
5. Sponsors shall supply the Student Services office with the home office information (address and phone number) including two supervisors (name, email address and phone number) of the sponsor placing students in Osceola County Schools
6. Sponsors must notify the Student Services office immediately upon realizing a student will need to be moved.

The School District of Osceola County reserves the right to deny any and all foreign exchange student applications, for whatever reason deemed appropriate by the Board, as long as the reason for the denial is not based on the applicant's race, color, sex, religion or nationality.

Any approved foreign exchange student program that does not comply with the intent of the Osceola County School District Foreign Exchange Student Policy criteria as cited herein will be suspended from placing students in Osceola County Schools for not less than two (2) school calendar years.

## Enrollment of Foreign Exchange Students Checklist

Please make two copies of each packet and submit to the Student Services Department by **June 29, 2018**.

Date Received by Student Services: \_\_\_\_\_

Student Name: \_\_\_\_\_

County of Citizenship: \_\_\_\_\_

Name of Host Family: \_\_\_\_\_ School Family is zoned for: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

- Student is at least 15 but not older than 18.5
- Proof of Birth                       Passport                       Birth Certificate
- Academic Transcript from school with all high school grades noted and English translation
- Proof of English Proficiency
- Health, accident and liability insurance valid in United States
- Student application
- Written statement verifying student does not have a high school diploma
- Written statement verifying who is responsible for the student in the event of an emergency and phone number
- Background Checks on all members of host family 18 and over
- Notarized (or two witnesses) statement from parents/guardian that gives host family by name educational responsibility
- Parent's picture identification
- Sponsor (Agency Representative) Background Check\*
- Sponsor (Agency Representative) Supervisors' phone number and email addresses\*
- Host Program approved by CSEIT\*

\*These items can be placed on file in the Student Services office.



## School District of Osceola County, Florida

### School Enrollment Information

The following documentation is required to register your student in an Osceola County school.

#### Verification of Legal Name of Student

- Birth Certificate

#### Verification of Age

- Birth Certificate or

To enter **Kindergarten**, a child must be 5 years old on or before September 1.

To enter **First Grade**, a child must be 6 years old on or before September 1.

#### Verification of Immunization and Physical Exam

- Proof of Immunizations on a Florida Form 680, which can be obtained at the Osceola County Health Department located in Kissimmee or Poinciana
- Proof of physical examination by a U.S. doctor within 12 months prior to the anticipated day of enrollment (the first day the student is physically in school)
  - 30 day exemption will be granted for students who are previously enrolled in a Florida school

#### Verification of Academic History

- Withdrawal Form from last school attended
- Last Report Card or
- Most current transcript
- Verification of Special Education Information (if applicable)
  - Current IEP
- Current 504 Plan (if applicable)

#### Verification of residence in Osceola County (one document from each category)

- Category 1: Mortgage document, current rental or lease agreement, property tax records
- Category 2: Current utility bill or income tax records or proof or receipt of government benefits
  - If you do not have a lease or deed in your name a Verification of Address must be obtained. (Information available on District website.)

#### Verification of Guardianship – A parent must have 50% custody or more to register a student in Osceola County.

- Birth Certificate

#### If person registering is not on the birth certificate, one of the following must be provided:

- Court Custody Documentation (this includes divorce decree)
- Department of Children and Families Placement Letter
- Educational Guardianship (given only when parents or custodial parent lives outside of Osceola County or adjacent counties of Polk, Orange, Lake or Brevard). This document is available at Student Services, 1200 Vermont Ave. St. Cloud, Florida. Documentation is required.