

**ADMISSION OF FOREIGN EXCHANGE STUDENTS****REQUIREMENTS**

The first step in enrolling a foreign exchange student at a Sheridan School District No. 2 High School is to obtain the permission of the Superintendent and High School Principal.

A serious, responsible, and acceptable student exchange organization must be willing to provide certain services for and information about their student placements. Organizations whose students are to be admitted to Sheridan High School must provide or guarantee the following, which shall be kept on file in the High School:

1. Information verifying that the student has complied with all federal and/or state laws applicable to foreign exchange students.
2. Information about their organization: i.e., pamphlets, U.S. Department of State approval.
3. Current names and a phone number for the national organization which may be used by school personnel if problems arise with the local organization.
4. A liaison person in the community to assist students, host families, and school personnel with all problems and situations involving the placement and progress of the student. This community representative should be prepared to:
  - a. Explain all transcripts to counselors and school personnel.
  - b. Visit the school in person to make plans for each student's placement and enrollment.
  - c. Be available to school personnel should any problems arise with the student's educational progress.
5. Adequate information about each student to enable school personnel to evaluate and place those students who are accepted. This information must include at least the following:
  - a. A transcript in English.
  - b. An objective measurement of the student's ability to communicate in English.
  - c. Evidence that the student is above average in academic achievement in his or her home country.
  - d. Placement of a foreign exchange student within Sheridan High School will also depend upon the following:
    - i. Evidence of valid insurance coverage and permission for treatment for health and accident

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situations.

- ii. Total student enrollment, class sizes, staff availability, and unique foreign exchange student requirements.
- iii. In determining the total number of foreign exchange students enrolled, Sheridan High School considers the uniqueness of that experience. A large number of foreign exchange students enrolled can detract from that experience. Following suggested guidelines from exchange programs, that number is a maximum of five. Sheridan High School will review its criteria each year to determine the number of students to enroll.
- iv. An agency or representative of a foreign exchange program will be allowed to enroll a maximum of two students.
- v. Deadline for acceptance is May 15th for the upcoming school year.

6. Foreign exchange students are entitled to graduate from a Sheridan School District No. 2 High School only if all graduation requirements are fulfilled.

**COMPLIANCE WITH JFAB**

All foreign exchange students must comply with the requirements pertaining to Out of State Students as set forth in Policy JFAB.

First Reading: 4-10-18

Second Reading: 5-7-18

Reviewed: 1-30-23 (Policy Advisory Council and Board Policy Committee)