

## **INTERNATIONAL EXCHANGE STUDENTS**

The following procedures are established for the regulation of international exchange students:

1.0 Individual building administrators may establish ratios and guidelines for international exchange students, deadlines for placement, for receipt of files, and special course requirements as they deem necessary.

2.0 All sponsoring exchange organizations must adhere to the District application procedure and complete the required forms, which may be obtained from the Learning Services Department. All programs are subject to District review and approval.

3.0 International exchange students must obtain a student visa and receive a copy of this policy prior to placement.

3.1 Students must be sufficiently proficient in the English language to enable them to participate in the regular high school curriculum. If an international exchange student's English proficiency is found to be insufficient to function in the regular curricular program without special professional assistance, the responsibility of providing a tutor or making other educational arrangements for the student is that of the sponsoring organization.

3.2 Evidence of proper immunizations, a physical examination and appropriate insurance must be provided before a student may be approved.

3.3 Transcripts of achievement and an interpretation of the grading system from the student's home school must be provided in English.

4.0 International exchange students will be treated as regular students. They are responsible for complying with superintendent policies regarding attendance, academic standards, responsibilities and rights, discipline and graduation requirements.

4.1 A student must not have graduated from high school or its equivalent.

**INTERNATIONAL EXCHANGE STUDENTS, cont.**

4.3 International exchange students enrolled for one school year will be classified as a junior or senior. They will earn grades and receive credit for courses successfully completed but will not be included on the cumulative academic class ranking.

5.0 International exchange students are eligible to receive an Adams 12 diploma only if they meet all graduation requirements as prescribed by superintendent policy on graduation requirements. It is difficult for most international exchange students enrolled for only one year or less to meet these requirements. At the discretion of the individual school, the international exchange student not meeting graduation requirements may still be formally recognized and may receive an honorary certificate for attendance.

6.0 The eligibility requirements of the Colorado High School Activities Association (CHSAA) will be followed. Interested parties should refer to the CHSAA bylaws, article 18, section 1860-international students.

7.0 International exchange students are expected to pay for all lunches, book, athletic, student activity and other fees, yearbook costs, and all other school-incurred expenses that are expected of other students in the district. District or group activity funds will not be allowed for these expenses, and there will be no fee waivers or reduced prices.

8.0 The District shall charge tuition, if required by law, upon enrollment of a student whose parents or guardians are not residents of Colorado. Tuition shall be set according to the approximate cost of educating the student. Tuition for each semester or trimester shall be paid in full prior to commencement of the semester or trimester and shall not be refundable.



# ADAMS 12 FIVE STAR SCHOOLS

Code: 5280

## FORM A

### INTERNATIONAL STUDENT EXCHANGE ORGANIZATION APPROVAL APPLICATION **DEADLINE: MAY 15**

Name of Organization \_\_\_\_\_

National Director \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Area Coordinator \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number      Work \_\_\_\_\_ Home \_\_\_\_\_

Local Representative \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number      Work \_\_\_\_\_ Home \_\_\_\_\_

**Type of Visa Issued for Students:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

Name of School \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

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PROFICIENCY OF ENGLISH LANGUAGE

If an international exchange student's English proficiency is found to be insufficient to function in the regular program without special language assistance, the responsibility of providing a tutor or making other educational arrangements for the student is that of the sponsoring exchange organization.

COPIES OF EACH STUDENT'S COMPLETE APPLICATION MADE TO THE ABOVE-NAMED ORGANIZATION IS REQUIRED PRIOR TO APPROVAL OF THE STUDENT. ALSO, A DISTRICT APPLICATION (FORM B) MUST BE COMPLETED BY THE STUDENT PRIOR TO ENROLLMENT IN SCHOOL.

I hereby acknowledge I have read, understood, and agreed to abide by the attached Adams 12 Five Star Schools policies and procedures governing the enrollment of International Exchange Students. This is **NOT** an approval or guaranteed acceptance of any specific student or number of students.

\_\_\_\_\_  
Signature of Local Representative

\_\_\_\_\_  
Date

-----  
(District Use Only)

APPROVAL GRANTED

\_\_\_\_\_  
Signature of District Administrator

\_\_\_\_\_  
Date



# ADAMS 12 FIVE STAR SCHOOLS

Code: 5280

## FORM B INTERNATIONAL EXCHANGE STUDENT APPLICATION

### ITEM 1

STUDENT INFORMATION:

Family Name (Surname) First (Given) Name

DATE OF BIRTH:

Mo Day Year Country of Birth Country of Citizenship

DATE OF ARRIVAL IN U.S.

DATE STAY WILL BE COMPLETED

EXPECTED GRADE ENROLLED IN

WHICH DISTRICT 12 SCHOOL

PROFICIENCY OF ENGLISH LANGUAGE  
(Excellent, Fair, Poor)

ORAL

WRITTEN

If an international exchange student's English proficiency is found to be insufficient to function in the regular program without special language assistance, the responsibility of providing a tutor or making other educational arrangements for the student is that of the sponsoring exchange organization.

TYPE OF VISA:

### ITEM II

HOST FAMILY INFORMATION:

Last Name First Name

Address

City/State/Zip

Home Phone

Work Phone

DISTRICT 12 RESIDENT?

Yes

No

### ITEM III

ORGANIZATION  
INFORMATION

Name of Organization

ADDRESS

City/State/Zip

Representative/Sponsor Signature

Phone Number

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**ITEM IV**

ENROLLMENT AUTHORIZED

\_\_\_\_\_

Counselor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Principal Signature

\_\_\_\_\_

Date

**ITEM V**

RECEIPT OF DIPLOMA

The Adams Twelve School District may **not** award an official high school diploma to a student participating in a international exchange program. An honorary diploma is given to those students successfully completing their program.

The student must sign below to indicate that he/she is aware of this policy.

\_\_\_\_\_

Student's Signature

**ITEM VI**

DOCUMENTS PROVIDED:

Passport/Visa \_\_\_\_\_ Immunizations \_\_\_\_\_ Transcript in English \_\_\_\_\_

Insurance \_\_\_\_\_ Physical \_\_\_\_\_

Copy of complete student application to sponsoring organization \_\_\_\_\_

**Recommended Deadlines:**

Items I – IV: Due June 15  
Item VI: Due August 15

RECOMMENDED GUIDELINES  
FOR PROCESSING  
INTERNATIONAL EXCHANGE STUDENT APPLICATIONS

I. Procedure

- Prior to May 15 Applications for approval of individual international exchange programs (Form A) must be received by the buildings.  
Buildings will notify programs within ten (10) days of their approval. If approved, a student application (Form B) is to be completed and submitted to the building.
- Prior to June 15 Student applications (Form B) for approval by the buildings must be received and signed by the counselor and principal.
- Prior to enrollment Evidence of all documentation and the application must be presented to and signed by the building principal before enrolling in school. These documents include:
- complete application
  - passport/visa
  - insurance
  - immunization
  - physical
  - transcripts in English