



## **FOREIGN EXCHANGE STUDENT PLACEMENT PROCESS**

1. The foreign exchange agency shall contact the district foreign exchange coordinator after January 1 and prior to June 1 to inquire whether any openings are available at a particular high school.
  - Placements will be made on a first come, first serve basis.
  - Waiting lists will not be maintained to hold an agency's or student's request for enrollment.
  - Only completed documentation will be accepted and only if the limit (5 per high school per year) has not been met.
2. If an opening is available, the agency representative shall email the application for enrollment (see AISD Acknowledgement of Foreign Exchange Student Guidelines & Application for Enrollment), including all required documents/records to the AISD foreign exchange coordinator. Faxed or incomplete application packets will not be considered for placement.
3. Once the required documentation has been received and verified, the application will be signed by the foreign exchange student coordinator, thus approving the exchange student for enrollment. The coordinator will also sign any form required by the agency at this time.
4. The agency representative and/or the host family will receive a copy of the approved application. This document should be taken to the high school campus when the student arrives in Arlington and is ready to enroll at his/her approved AISD high school.
  - The host family should contact the counseling center at the approved AISD high school before arriving on campus to enroll the exchange student. Campuses tend to have different enrollment procedures which may include the need for an appointment.

For additional information, please contact:  
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