

Guidelines for Foreign Exchange Student Registration

All foreign exchange students must be approved for enrollment through Planning & Enrollment in the Student Services Department prior to a student's departure from their native country and registration at a local school. The student's grade placement will be according to State of Utah age guidelines. Foreign exchange students who have previously graduated from high school or equivalent, whose class has graduated, or who are not age-appropriate to enroll in the requested grade will not be eligible for enrollment.

A cap on the number of foreign exchange students the District may accept is set by the Utah State Board of Education annually. Within this limit, the District may choose to further restrict the number of foreign exchange students that may enroll at any particular high school to balance enrollment numbers. When the cap on foreign exchange students has been reached, the District may accept one-for-one exchange students who use the same exchange agency and are attending each other's school for one year or less.

The Utah State Board of Education and Jordan School District expect all foreign exchange students to be proficient and fluent in the English language as measured by an ELTIS 2.0 test score of 670 or higher. If the foreign exchange student is having difficulty speaking or understanding the English language the placement agency is required to provide help for the student. A foreign exchange student is not eligible to receive or participate in EL services.

A J-1 foreign exchange student is a foreign national secondary student who has entered the United States for up to ONE YEAR for a cultural and educational experience and whose placement is approved by the exchange program with a Utah family which serves as the host family during the period of sponsorship. These students are issued a J-1 visa by the United States.

Tuition for J-1 foreign exchange students is typically covered by an allocation provided by the State of Utah; however, if this allocation is eliminated at the State level, the foreign exchange student would be expected to either a) cover the cost of tuition at the current rate, or b) apply for a tuition waiver. Tuition waivers are provided at the discretion of the Board and the availability of waivers may change from one year to the next. The agency must ensure that foreign exchange student candidates are aware of the potential need to pay tuition if State funding is unavailable. Foreign exchange students are required to pay school registration fees at the local school (approximately \$250.00) plus any fees for other activities they choose to engage in.

Foreign Exchange (J-1) Student Agency Guidelines

- Only agencies approved by the Council on Standards in International Educational Travel (www.CSIET.org) can provide this service to parents seeking to send their 10th-12th grade foreign exchange student to a Utah public school.
- Per UCA §53G-6-707 and Board Rule R277-612-4, Jordan School District requires every foreign exchange student agency to maintain a sworn affidavit of compliance.
- Background checks must be completed by every adult living in the home. We do not accept students coming to a Welcome Family program.
- Every foreign exchange student must read and sign a Jordan School District "Student Agreement" form.
- Foreign exchange students are not eligible to receive a high school diploma and do not participate in graduation ceremonies; however, principals are encouraged to recognize them during the ceremony.
- Foreign exchange students cannot participate in Driver's Education classes, as indicated and agreed to on the "Student Agreement" form by both host parent(s) and student(s).
- During the school year some students may change host families and schools within the boundaries of the District. A student who changes families will need to have the approval of the representative of the agency that sponsors them AND approval from the Planning and Enrollment Department prior to the family change.

- Every foreign exchange student must maintain a minimum 2.0 GPA with no more than one (1) F per quarter. If the student falls below a 2.0 GPA, the placing agency must provide tutoring for the student at the placement agency's expense. Foreign exchange students who are unable to maintain a 2.0 GPA for two consecutive quarters may be required to withdraw and end their enrollment.
- International students interested in participating in any sport will be processed for eligibility according to the Transfer Rule (see Utah High School Athletic Association Handbook, Interpretations and Guidelines #8-K).

Application Process and Requirements

- Applications will be accepted each year after funding has been allocated by the Utah State Board of Education. As this date may change from one year to the next, agencies may request to be notified when applications will begin to be accepted.
- All applications will be submitted using the form linked at <http://planning.jordandistrict.org/foreign-student-registration/>, starting at 12:00 PM (MST) on the first day of the application window. Applications submitted in hard copy or via email will not be accepted.
- Only complete applications will be processed. An incomplete application will not be accepted in order to "hold a spot" for a foreign exchange student and the agency will be directed to resubmit the application when it is complete.
- All applications will be processed in the order they are received.
- For the first seven days that applications are accepted, an agency may submit no more than three (3) applications. After the first seven days have passed, agencies may submit additional applications.
- When all available foreign exchange student slots have been filled, any additional applications submitted will be placed on a waitlist until a space becomes available or the school year begins, whichever comes first.
- Foreign exchange student placements are offered to the student, not to the agency. If a student is unable to attend or must withdraw for any reason and the District is still able to accept foreign exchange students, the placement will be offered to the next student on the waitlist, regardless of the agency that placed the initial student. After the school year begins, no new placements will be made.

In order to be considered "complete", the application must contain the following documentation:

- The student's application with your agency with profile information
- Health information, included proof of [all immunizations required by the State of Utah](#)
- ELTIS 2.0 score documentation
- Birth certificate
- School transcripts
- Host family information
- Letter on agency letterhead certifying completion of background checks for all adults in the host family home