

*Foreign Exchange Student Checklist for Enrollment*  
**World Languages / Instructional Services**  
**Polk County School District**  
**5204 Bartow Highway**  
**Lakeland, FL 33813**

Student's Name: \_\_\_\_\_ Country: \_\_\_\_\_  
Birthdate: \_\_\_\_\_ School: \_\_\_\_\_ Gender: \_\_\_\_\_  
Grade: \_\_\_\_\_

In order for the office of World Languages to process your application for this student, please answer the following: (Circle answer and initial each one)

YES NO This student, consider for placement in a Polk County high school under the Foreign Exchange Program, is sponsored by a service club or a non-profit organization / institution approved by the Council on Standards for International Travel (CSIET).

YES NO This student is NOT a transfer student from an out-of-country or out-of-state high school. As with new foreign exchange students, complete paperwork must be received by the Office of World Languages prior to student's enrollment in a Polk County school.

YES NO The J-I certificate of eligibility (Form DS-2019) issued by the responsibility Officer of his/her program will be presented to the school at the time of registration.

YES NO The student is at least fifteen (15) years of age and no more than nineteen (19) years of age in the date of enrollment in the program.

YES NO The student has sufficient reading and speaking knowledge of the English language to be able to successfully participate in regular high schools classes. The student's documentation of English proficiency is attached. (Recommended: SLEP test results in 75<sup>th</sup> percentile and/or TOEFL score of 460 or higher.)

*Important note: All foreign exchange students must also be tested using the district's language proficiency assessment instrument.(IPT)*

YES NO Pertinent information about the student, his family and host family is attached.

YES NO Proof of residency of the host family is attached. (This may be a utility bill for power, water, cable, sewer, or land-based telephone (not cellular),

or rental agreement or lease, or closing document or tax statement with homestead exemption with host parent's name and home address on it.)

- YES NO A copy of the student's official academic transcript with an English translation is attached including a brief description of each course taken in grades 9-12 or level equivalent.
- YES NO Documentation of birth (a clear copy of the student's birth certificate) is attached.
- YES NO A record of the student's immunization (DOH Form 680) and physical (signed by a licensed physician and dated within one year) is attached.
- YES NO An affidavit of adequate health insurance coverage is attached or will be presented to the school at the time of registration.
- YES NO This student has NOT received a diploma from the home school. (If so, the student must register in an adult program or college.)
- YES NO Placement of this student does not exceed the International Student Exchange Programs (USIA) maximum of five (5) students sponsored by your agency in this school.

*Please note:*

All required documentation is needed before a school assignment can be made.

Foreign exchange students may not be registered as seniors and, therefore will not be eligible to earn a diploma or graduate from a Polk County School.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Sponsoring agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City / State Zip Phone: \_\_\_\_\_

*Please return this form with application.*