



FOREIGN EXCHANGE STUDENT PLACEMENT PROCESS

1. The foreign exchange agency shall contact the district foreign exchange coordinator after January 1 and prior to July 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

2. If an opening is available, the agency representative shall email the application for enrollment