

Enrollment Procedures

Privately Sponsored Foreign Student

FOREIGN STUDENT ADMISSION REQUIREMENTS

1. Students will be admitted only at the beginning of the semester. The student must be in school a minimum of one semester and his/her attendance is limited to a maximum of 12 months.
2. The privately sponsored foreign student must not have turned 19 years of age before the date of enrollment in a Douglas County School District school, and must NOT HAVE GRADUATED from his/her home country high school, or its equivalent.
3. The foreign student must reside with a legal adult resident of the Douglas County School District.
4. The foreign student must have sufficient knowledge of the English language to enable effective communication, and to function in the regular curriculum without special professional assistance. A student must take a
 - SLEP (Second Language English Proficiency) test at their home country high school and achieve a score no less than 50 or the
 - iBT TOEFL (Test of English as a Foreign Language) and achieve a score of 60 or the
 - ELTiS and achieve a score of 223.
5. Prior to final enrollment approval, the foreign student or adult sponsor must submit (**paperwork must always be translated into English**):
 - a. I-94 card showing F-1 Status
 - b. Evidence of proper immunizations
 - c. Birth Certificate
 - d. Evidence of health and accident insurance covering the duration of his/her stay
 - e. Transcript/grades from their home country high school (must be sent from the high school) which indicates what grade level they had just completed along with what grade level they would be entering into the next school year.
 - f. Letter from their English teacher indicating what level of English they have completed

PLACEMENT OF FOREIGN STUDENTS IN DOUGLAS COUNTY SCHOOL DISTRICT

1. No adult sponsor may enroll a foreign student in the Douglas County School District without first notifying the Student Records Office and obtaining the necessary approvals for the admission of the student.

2. The adult sponsor must be a legal resident of the Douglas County School District. If multiple families are anticipated in the hosting of the foreign student, they must ALL make separate application to the Student Records Office prior to final approval being granted.

CERTIFICATE OF ATTENDANCE

1. The foreign exchange student may participate in the high school graduation ceremony and receive a certificate of attendance if the student has successfully completed all enrolled courses.

SERVICES AND PROGRAMS

1. Privately sponsored foreign students are responsible for student fees and expenses. Those fees and expenses may include but are not limited to:
 - a. Meals – breakfast or lunch
 - b. Student Activity Ticket
 - c. Annual Yearbook
 - d. Class Ring
 - e. Cap and Gown for graduation ceremony
 - f. Any other miscellaneous personal expenses
2. Foreign students may participate in organized sports after meeting specific eligibility requirements and submitting a waiver request for approval to the Colorado High School Activities Association.

SUPERVISION

1. The adult sponsor must assume the final responsibility of resolving problems including, if necessary, the early return home of the foreign student because of personal, family or school difficulties.
2. The adult sponsor must be available and willing to meet with school personnel when functions or conditions require it.
3. Foreign students are permitted to drive vehicles on school district property as long as all necessary state and federal licensing requirements have been met.
4. Drugs or alcohol are prohibited. Using illegal drugs or alcohol may result in the foreign student's dismissal from school.
5. Foreign students may work only at noncompetitive, part-time jobs if the work does not interfere with school or exceed 10 hours per week.