



## GUIDELINES FOR (J-1) FOREIGN EXCHANGE STUDENT REGISTRATION

(Agencies must follow these detailed guidelines)

### Foreign Exchange Students (J-1 status)

A “J-1 foreign exchange student” means a foreign national secondary student who has entered the United States, for **ONE YEAR**, for a cultural and educational experience, and whose placement is approved by the Canyons School District Board of Education.

J-1 foreign exchange students must be placed by a Canyons School District (CSD) approved exchange program agency. For application, all agencies must: be certified through the Council on Standards for International Education Travel (CSIET), and agencies must also complete the CSD required sworn affidavit of assurances as prescribed in state law. The deadline for agency application must be submitted to the Office of Planning and Enrollment by March 15.

The Utah State Office of Education (USOE) will determine annually how many foreign exchange students CSD may accept based on availability of space and legislative resources. No more than 10 foreign exchange J-1 students may be placed in any one of Canyons schools at any one time. Student applications from approved agencies are to be submitted to the Office of Planning and Enrollment *between April 2 and June 1*; however, the district usually reaches its quota on the first application day. The district will accept a maximum of 3 student applications per agency. Students are chosen by ELTiS score strength, academic achievement and school capacity. Agencies will be notified as soon as possible of acceptance or denial of student applications.

### J-1 Foreign Exchange Students:

- Will only be accepted for a full school year. No half year students will be accepted at any of Canyons secondary schools.
- Must live with a responsible host family who is a resident with-in the school’s boundary. Open Enrollment permits are not allowed for J-1 students.
- Must be fluent in, and able to read, write, speak, and understand English. (ELTiS score of **222** or higher) • Must maintain a C average (2.0) in all classes and attend school on a regular basis.
- Who have previously graduated from high school or equivalent, or whose class has graduated, will not be eligible for enrollment.
- **Must** be between the ages of 15-17 years of age as of September 1 of the year enrollment is sought.
- Who are older than seventeen (17) years of age as of September 1 of their program start date will not be eligible for enrollment as a J-1 foreign exchange student in Canyons School District.
- May not have previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in a J-1 status.
- Are not required to pay tuition to attend Canyons School District. However, J-1 foreign exchange students are required to pay school registration fees and other fees for activities they choose to engage in.
- May **not** take **drivers education classes**.
- Do **not** qualify for a **High School Diploma** and do **not participate in graduation exercises**; however, principals are encouraged to recognize them.
- Who wish to participate in UHSAA athletics must meet district, state, and UHSAA eligibility requirements.
- Are not eligible for Release Time A or B, Home and Hospital Services, Home School, Canyons Virtual High School, Online Courses, and/or Dual Enrollment.
- May not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

## J-1 Student Placement and Acceptance

**Placement:** All J-1 foreign exchange students must be approved for enrollment through the Canyons School District Department of Planning and Enrollment prior to registration. Agency Representatives should contact the Department of Planning and Enrollment for placement of J-1 Foreign Exchange Students.

The following paperwork is required and must be received before Canyons School District will sign and/or approve a J-1 foreign exchange student Acceptance Form.

Agency forms required:

- *Foreign Exchange Agency Assurance Form (Annual Form)*
- *Agency Information Sheet*
- *Copy of the agency CSIET Certification*
- *Copy of Certificate of Completion for Local Coordinator Training*

Student Information and documents required:

- *Student application and packet*
- *Copy of the student's English proficiency results (ELTiS-English Language Test for International Students)*
- *A copy of the student's birth certificate (or passport)*
- *Transcripts of credit/school records/grades in English*
- *Immunization Record completed in English (\*effective December 1, 2014)*

5	<i>DTP, DTaP, DT, or Td</i>		4	<i>Polio</i>		3	<i>Hep B</i>
1	<i>Tdap booster</i>		2	<i>MMR</i>		2	<i>Hep A</i>
*2	<i>Varicella (chicken Pox)</i>		*1	<i>Meningococcal</i>			

Upon the arrival of the approved student, student, host parents and/or Agency Representatives must provide the following additional documentation to the Department of Planning and Enrollment. Student needs to arrive in adequate time to receive the TB test, register, and start on first day of school.

- *Proof of student insurance coverage (for the duration of the student's stay)*
- *Copy of the student's Passport and VISA, and I-94 Form*
- *Student/Parent/Host Family Agreement*
- *TB Test done in the United States (Can be done at the Salt Lake County Health Department)*

The Foreign Student Permit to Enroll will be issued for enrollment to Canyons School District high schools after these documents have been received.

**Host Family Changes:** During the school year, some students may change host families due to unforeseen circumstances. Students who must change host family arrangements will need to have the approval of the agency representative that sponsors them, and acknowledgement and approval from the Department of Planning and Enrollment. The host family and agency representatives must notify the Department of Planning and Enrollment, and provide a new completed Host Family Agreement along with a New School Acceptance Form. Once this is received and signed by the Department of Planning and Enrollment, Canyons School District will issue a Foreign Student Permit to Enroll to the new host parent, who will then provide a copy of the form to the boundary school where the new host parent and student reside.

*Additionally, the failure of any Agency Representative to comply with the conditions set forth in these guidelines as well as the Agency Assurance Form, CSIET Regulations, U.S. Department of State guidelines and policies, State of Utah guidelines and policies and/or Immigration law may result in Canyons School District's refusal to accept future J-1 student placements from that agency.*