

**OFFICE USE ONLY:**

HS \_\_\_\_\_

Principal Approval \_\_\_\_\_

Agent sent HSAF \_\_\_\_\_

Registrar notified \_\_\_\_\_

**Requirements for International Exchange Student Packet**

Please check the box to indicate each item is in the student packet before sending to Volusia County Schools to be approved. All items must be submitted before the student packet will be considered complete. Only complete student packets will be reviewed. For the 2023-2024 school year, the final decision regarding international student acceptance will be made in July.

**The following are required for each International Exchange Student packet:**

Student Name: \_\_\_\_\_ Home Country: \_\_\_\_\_

- ☐ 1. VCS annual Notification of Compliance form
- ☐ 2. Copy of CSIET certificate
- ☐ 3. Agency High School Enrollment form
- ☐ 4. Agency Student Information Packet - (example: student name, age, country of origin, family info, photos, diet/general health, academic summary, number of languages spoken, GPA, teacher recommendations, hobbies, etc.)
- ☐ 5. Copy of birth certificate or passport with picture
- ☐ 6. Evidence of English Proficiency (ELTiS or 4+ years of English on the student's transcript)
- ☐ 7. Official High School Transcripts (original transcripts in home language)
- ☐ 8. Official High School Transcripts (translated to English)
- ☐ 9. Agency student interview results or teacher/peer evaluations
- ☐ 10. Certificate of Health or Physician Evaluation (including dental)
- ☐ 11. Official Immunization Records
- ☐ 12. Affidavit of Insurance Coverage or copy of insurance card
- ☐ 13. Agency Host Family Application – (example: host family name, age, contact information, address, references, hobbies, photos, etc.)
- ☐ 14. FHSAA EL4 document for student athletes who plan to compete in FHSAA sports.

Only complete packets will be reviewed by the committee. After **complete** packets are reviewed by the committee, forms will be signed by the Coordinator of World Languages and Special Programs and returned to the agency. **Each packet must be approved by the office of World Languages and Special Programs (386-734-7190 x20569) [gkkeller@volusia.k12.fl.us](mailto:gkkeller@volusia.k12.fl.us) before any student can be placed.** For the 2023-2024 school year, the final decision regarding international student acceptance will be made in July.

\_\_\_\_\_  
**Agency Representative Signature**\_\_\_\_\_  
**Date**\_\_\_\_\_  
**Agent/Contact Email Address**\_\_\_\_\_  
**Agent/Contact Phone Number**