



## Foreign Exchange Student Placement Process

1. The foreign exchange organization representative shall contact the Birdville ISD Director of Counseling Services no earlier than February 1st of each year at 8:00 am central standard time and no later than August 1st of each year by 4:30 pm central standard time. This includes an official transcript of the student that has been translated into English. Applications received prior to 8:00 am central standard time on February 1st will not be accepted.
  - Placements will be made on a first come, first served basis.
  - Waiting lists will not be maintained to hold a request for enrollment.
  - Only completed documentation will be accepted and only if the waiver limit (five per high school per year) has not been met.
2. The following documents must be included with the application:
  - Student's birth certificate/Passport
  - Student's Official High School Transcript from Home Country (*Translated into English*)
  - Student's Immunization Record (*Translated into English*)
  - Host Family's Proof of Residency
  - School Acceptance /Authorization To Enroll Form (*Provided by Foreign Exchange Organization*)
3. If an opening is available, the exchange organization representative shall deliver in person, mail, or email the application for enrollment (see Birdville ISD Acknowledgment of Foreign Exchange Student Guidelines & Application for Enrollment), including all required documents/records, to the Birdville ISD Director of Counseling Services.
  - Faxed application packets **will not** be considered.
  - Incomplete application packets **will not** be considered.
4. Once the required documentation has been received and verified, the application will be signed by the Director of Counseling Services, thus approving the exchange student for enrollment. At this time, the foreign exchange organization's School Acceptance/Authorization to Enroll form will also be signed by the Director of Counseling Services.
5. The exchange organization area representative and/or the host family will receive a copy of the approved application. This document should be taken to the high school campus when the student arrives in Birdville ISD and is ready to enroll at his/her approved Birdville ISD high school.
6. Once the student has been issued a J-1 Visa to attend a BISD school, a copy of the visa must be sent to the Director of Counseling Services.

For further information, please contact:

LeAnn Carroll, Director of Counseling Services  
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