



# FOREIGN EXCHANGE STUDENT REGISTRATION CHECKLIST

(Appendix 3)

Please complete this form and keep one copy with the student's records and forward one copy to

\_\_\_\_ 7. Proof of residency within the designated high school's district.

\_\_\_\_ 8. Birth certificate.

\_\_\_\_ 9. Proof of appropriate medical coverage.

**Graduation:** It has been determined that the student will attempt to earn

- \_\_\_\_\_ a. a standard high school diploma\*
- \_\_\_\_\_ b. an honorary high school diploma
- \_\_\_\_\_ c. high school credit in the appropriate grade level

\* These students must be referred to the Assistant Superintendent for School Support for records review.

**English Proficiency:** The student has been tested by the ELL (ESOL) teacher or district ELL (ESOL) Department and is

\_\_\_\_ Eligible      \_\_\_\_ Not Eligible for ELL (ESOL) services.      Language Proficiency Level: \_\_\_\_ (1-4, or FES)

*It is understood that if a problem arises with the host family, the exchange organization agrees that it is the exchange organization's responsibility to solve the problems or to find another host family. Under no circumstances should the student or the school be expected to find a different host family.*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Host Family Name

\_\_\_\_\_  
Foreign Exchange Agency

\_\_\_\_\_  
Host Family Address

\_\_\_\_\_  
Area Representative/Phone

\_\_\_\_\_  
Host Family Phone

\_\_\_\_\_  
Signature of Principal/Designee

\_\_\_\_\_  
Date