

ADMISSION OF FOREIGN STUDENTS PROCEDURE (STS-P005)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process taken regarding the admission of foreign students to Clarksville-Montgomery County Schools.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Student Services

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Foreign Students via I-20: Family members requesting enrollment for a family member to attend school. Student must be a high school student and is given a one year Student VISA.
- 4.2 Foreign Students via Foreign Exchange Companies: Students requesting enrollment through a registered agency beginning June 1 of the school year the student plans to enroll. There can be four students per high school per year.

5.0 PROCEDURE:

- 5.1 Foreign Student enrollment request is made to Student Services.
- 5.2 Student is a I-20 student:
 - 5.2.1 Tuition is paid in full at the rate of out-of-state tuition.
 - 5.2.2 I-20 application is downloaded from the U.S. Department of Justice website. This site is password protected.
 - 5.2.3 Application is completed and forwarded to the student's family for submission to their home country for permission.
- 5.3 Student is sponsored by a Foreign Exchange Company:
 - 5.3.1 Student Services verifies company is on the approved list and to verify there has been no past problems with company.
 - 5.3.1.1 If company is not on the list, request of information is made for review to ensure company is legitimate.
 - 5.3.2 When company is deemed legitimate a school approval form is forwarded to company for completion and submission.
- 5.4 Enrollment applications will include proof, verification and agreement of:
 - 5.4.1 Student meeting all state and local Board policy requirements for academics and attendance.

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5.4.2 Student agreeing to remain for the full term of the school year.

5.4.3 Students complete academics and medical records before enrollment.

5.4.4 Student is between 15 & 17 years of age at time of enrollment.

5.4.5 Student speaks and writes English fluently.

5.5 Student Services reviews, verifies and accepts application for enrollment beginning June 1 of the school year the student plans to enroll.

6.0 ASSOCIATED DOCUMENTS:

6.1 Approved list of registered agencies

6.2 U.S. Department of Justice (www.usdoj.gov)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Application with required documentation	Business Office	5 years	Shred	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/21/09		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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