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## **ADMISSION OF FOREIGN STUDENTS PROCEDURE (STS-P005)**

Clarksville-Montgomery County School System

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### **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 of Staff (COS)

### **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 May 1 of the school year the student plans to enroll. There can be four students per high school per year. Deadline to submit June 1.
- 4.3 CMCSS reserves the right to cancel all Foreign Exchange placements if necessary.

### **5.0 PROCEDURE:**

- 5.1 Foreign Student enrollment request is made to Student Services.
- 5.2 Student is an 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 verifies there have been no past problems with company. The Student Services Department requires updated certifications every 3 years after initial approval.
    - 5.3.1.1 If company is not on the list, request of information is made for review to ensure company is legitimate. 1<sup>st</sup> approval requires Ciset Certification, Letters of Recommendation/Reference from other School districts.



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- 5.3.2 Host family must reside in school zone being requested. All communication must be with the approved agency representative not the host family.
- 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.
  - 5.4.2 Student agreeing to remain for the full term of the school year. No Semester Only Placements. Student is expected to be in attendance on the first day of classes.
  - 5.4.3 Student 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.
  - 5.4.6 Student will be enrolled in classes equivalent to the Junior courses for CMCSS students and be required to take the ACT. Student will not earn a TN Diploma nor will they participate in Graduation Activities.
- 5.5 Student Services reviews, verifies and accepts application for enrollment beginning May 1 of the school year the student plans to enroll. School acceptance form is completed and provided to the foreign exchange company. A copy of the acceptance, along with student information packet, is sent to the school.
- 5.6 CMCSS reserves the right to cancel all Foreign Exchange placements if necessary.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Approved list of registered agencies
- 6.2 U.S. Department of Justice ([www.usdoj.gov](http://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 and Student Services	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



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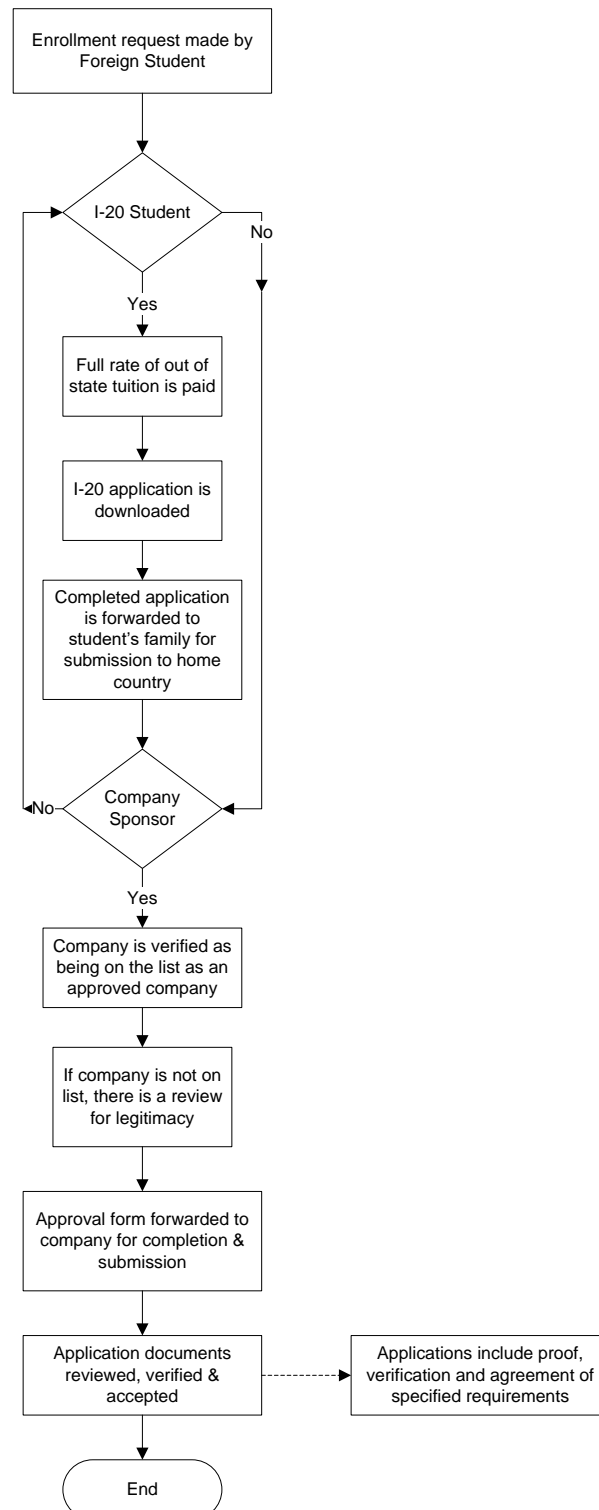
10/15/18	A	3.1: replaced CAO with COS. Added 5.3.3 and 5.4.6. 5.5: added last two sentences. 7.0: added student services under storage. Updated logo.
4/9/21	B	Added 4.3 and 5.6 to refer to temporary changes to this procedure due to the COVID-19 pandemic. These references will be removed for SY 2022-2023.
07/17/24	C	4.2: added Deadline to submit July 1. 4.3: Deleted everything except, "CMCSS reserves the right to cancel all Foreign Exchange placements if necessary. 5.3.1 add "Require updated Certifications every 3 years after initial approval." 5.3.1.1: added 1 <sup>st</sup> approval requires CSET Certification, Letter of Recommendation/Reference from other School districts." 5.3.2 : added "All communication must be with the approved agency representative not the host family." 5.4.2: added "No semester Only placements." 5.4.6 added, "Student will not earn a TN Diploma nor will they participate in Graduation Activities." 5.6: removed all except, "CMCSS reserves the right to cancel all Foreign Exchange placements if necessary."
06/17/25	D	Changed enrollment dates to May 1- June 1 <sup>st</sup> . Added, ". Student is expected to be in attendance on the first day of classes.

### **9.0 FLOWCHART:**

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

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