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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 June 1 of the school year the student plans to enroll. There can be four students per high school per year.
- 4.3 Please note, for SY 2021-2022 only, the Student Services Department will begin accepting enrollment requests through registered agencies beginning on August 1, rather than June 1, for the second semester only. Due to continued uncertainty from the COVID -19 pandemic, CMCSS reserves the right to cancel all Foreign Exchange placements if necessary. Normal operations should resume for SY 2022-2023.

### **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.
    - 5.3.1.1 If company is not on the list, request of information is made for review to ensure company is legitimate.



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- 5.3.2 Host family must reside in school zone being requested.
- 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.
  - 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.
  - 5.4.6 Student will be enrolled in classes equivalent to the Junior courses for CMCSS students and be required to take the ACT.
- 5.5 Student Services reviews, verifies and accepts application for enrollment beginning June 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 Please note, for SY 2021-2022 only, the Student Services Department will begin accepting enrollment requests through registered agencies beginning on August 1, rather than June 1, for the second semester only. Due to continued uncertainty from the COVID -19 pandemic, CMCSS reserves the right to cancel all Foreign Exchange placements if necessary. Normal operations should resume for SY 2022-2023.

### **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>
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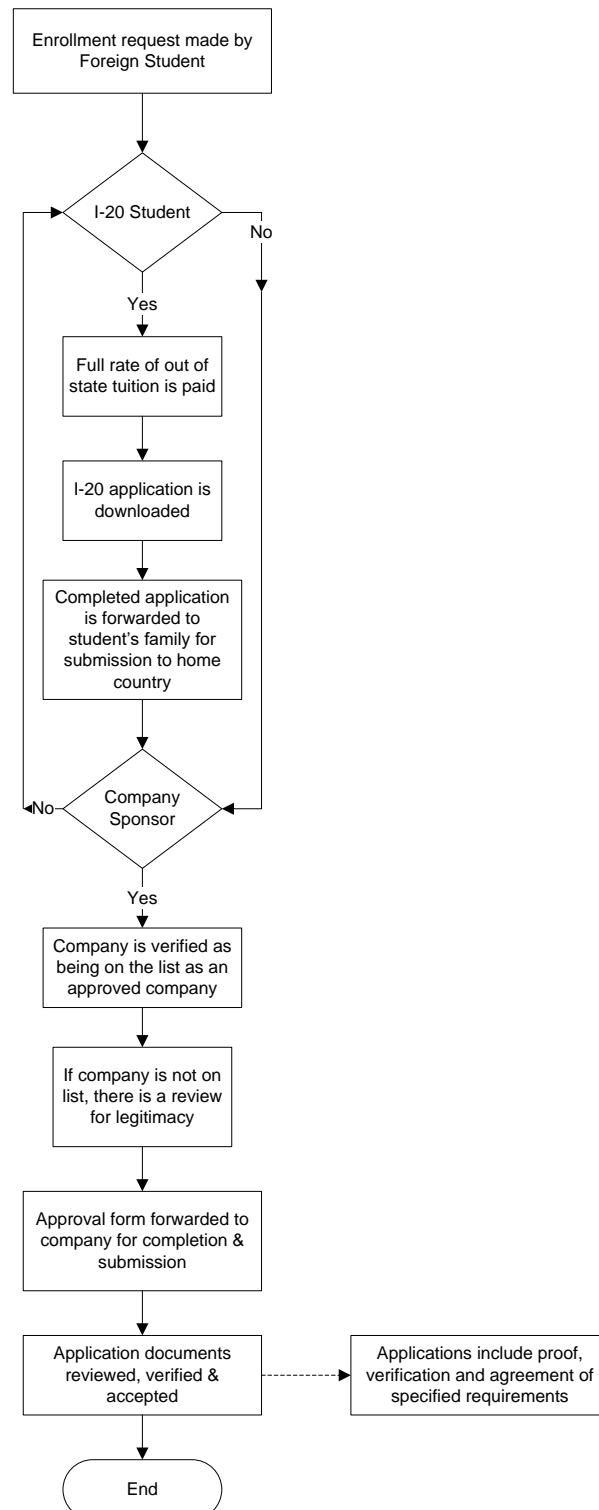
4/21/09		Initial Release
10/15/18	A	3.1: replaced CAO with COS. Added 5.3.3 and 5.4.6. 5.5: added last two sentences. 7.0: added student services under storage. Updated logo.
4/9/21	B	Added 4.3 and 5.6 to refer to temporary changes to this procedure due to the COVID-19 pandemic. These references will be removed for SY 2022-2023.

### **9.0 FLOWCHART:**

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

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