

Huntington Beach Union High School District

Office of Pupil Personnel Services

5832 Bolsa Avenue, Huntington Beach, CA 92649

(714) 903-7000, Ext. 4431

FAX: (714) 372-8102

From: Kathleen Lommen, Director of Pupil Personnel Services

Re: Prospective Foreign Exchange Students

HBUHSD Policies regarding the acceptance of Foreign Exchange Students

- Completed applications should be sent to the Director of Pupil Personnel Services no later than three months prior to the start of the school year or semester. (By June 1st for the following school year). Applications can be sent via fax or e-mail.
- **Applications are only accepted from approved CSIET organizations on behalf of the student.** We expect all application requests to go through the Foreign Exchange Coordinator and not the host family. Applications must be submitted to the Director of Pupil Personnel Services. The application must include the following: English Proficiency Level (SLEP or CELDT Test that has been scored), the date the student is arriving, and how long the student is staying, what school the student wants to attend, a copy of the student's full application to the CSIET organization, a handwriting sample, transcript information, Immunization records (including TB test), and Host Family Information.
- The HBUHSD only allows two Foreign Exchange Students per comprehensive high school.
- No students will be accepted in the district who have entered the U.S. assigned to a "temporary" or "welcoming" home. **No high schools will issue diplomas for graduation** to Foreign Exchange Students. Students will only be considered for enrollment into the 11th grade where they will have the opportunity to study United States History.
- The Foreign Exchange Program Area Representative is expected to consult with the Director of Pupil Personnel Services annually to discuss HBUHSD placement policies each spring.
- Students will be placed in schools in the order their application is received and accepted for enrollment. Students must live within the HBUHSD attendance boundaries.
- HBUHSD upholds strict guidelines regarding TB testing. A student must have an up to date and clear TB skin test (within 60 days of enrollment) to enroll. We do have registered nurses at each of the schools to give a TB test if a student cannot get one in a timely manner.
- For more detailed information on Foreign Exchange policies and organizations, please refer to www.csiet.org.