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FOREIGN EXCHANGE STUDENT PROGRAM APPLICATION SUBMISSION AND ADMISSIONS TIMELINE

Sarasota County Schools' Office of School Choice and Charter Schools will use the following timeline to guide the process for CSJET-approved foreign exchange organizations' local area representatives to request assignments to a District high school for foreign exchange students. Changes may occur depending on the number of requests received for foreign exchange student placements.

February 1 thru August

- Revised guidelines and procedures will be available on the District website, www.sarasotacountyschools.net.
- **The local area representative must submit two foreign exchange application packets for each student seeking an assignment at least 15 working days prior to the start of school, after which, no applications will be accepted.**
- Local area representatives may schedule the required meeting with the Supervisor of School Choice and Charter Schools to have the Foreign Exchange Application Packets reviewed. Incomplete application packets will not be processed. The local area representative may reschedule a meeting with the Supervisor once all required documentation is included in the application packet. The Supervisor will take action to assign or not assign the foreign exchange student at the conclusion of the review meeting.
- Once the foreign exchange student's admission is approved, the local representative may schedule an appointment with the principal of the assigned District school and provide school records for the incoming foreign exchange student. The school principal (or his or her designee) will authorize the assignment at the conclusion of the meeting.
- The Supervisor will notify the school principal (or his or her designee) of all approvals and provide the names and grade levels of the foreign exchange student(s) who will be attending the assigned school.
- School assignments for foreign exchange students shall only occur during the specified admissions window.

June 1 thru July 31

- Local area representatives will communicate to the School principal (or his or her designee) and the Supervisor any changes which impact the foreign exchange student's assignment with the host family and/or District School.
- Local area representatives and host family collaborate to ensure all required physicals and immunizations records satisfy Florida Law.
- Local area representatives and host family collaborate with the District school registrar and counselor to register and schedule the student into courses.

Beginning thru the End of the school year

- The foreign exchange student must be in attendance on the first day of school.
- Local area representatives must communicate to the Supervisor any changes which impact the host family and/or District School assignment of a foreign exchange student to the Supervisor.