



# Northside Independent School District GUIDELINES FOR FOREIGN EXCHANGE AGENCIES

According to Board Policy, a student shall be admitted if he/she is a foreign exchange student placed with a host family that resides in the district by a foreign exchange program affiliated with CSIET. All foreign exchange student applications are processed by the Office of Student Advocacy and School Choice. NISD will begin accepting applications the first day of the second semester for the following school year. NISD will accept five (5) students per high school for the 2024-25 school year. Only complete applications will be reviewed. If an application is incomplete, we will contact the Foreign Exchange program, but the student will not be on the list until a complete packet is submitted for review.

**Katherine Lyssy**  
Director  
The Office of  
Student Advocacy  
and School Choice

**APPLICATION:** Please verify the application you send to the Office of Student Advocacy and School Choice is complete and is sent as a PDF attachment to [SASC@nisd.net](mailto:SASC@nisd.net). Do not mail or fax. Completed applications shall be processed in the order in which they are received. Please *allow 5 business days* for the application to be processed. A complete application should include the following items in this order. Please initial next to each of the items below indicating that they have been included.

\_\_\_\_\_ **Completed and signed NISD Guidelines form:** this form should accompany each student packet.

\_\_\_\_\_ **An agreement/authorization form:** with host family address and high school on your agency's letterhead. This should include a place for our office to authorize with the proper signature.

\_\_\_\_\_ **Buses and boundaries:** <https://www.nisd.net/schools/buses> please locate the host family's address and print a copy of the report that indicates the school that the student should attend.

\_\_\_\_\_ **Health immunization information:** it is the agency's responsibility to obtain this prior to registration. <https://www.nisd.net/schools/health/vaccinations>

\_\_\_\_\_ **ELTIS 2.0 (English Language Test for International Students):** score of 670 or higher or comparable aptitude test for English proficiency.

\_\_\_\_\_ **Student profile containing academic credits:** please provide all academic records, translated into English. Note: NISD will accept students with a minimum 11<sup>th</sup> or 12<sup>th</sup> grade equivalent.

### OTHER CONSIDERATIONS: (Please initial each item below)

\_\_\_\_\_ A student who is approved for participation in a foreign exchange program shall be permitted to attend a NISD school only during the school year in which the student is approved.

\_\_\_\_\_ Foreign exchange students may receive a diploma if they perform satisfactorily on required exit-level tests and meet course credit requirements for the diploma. Students are required to take STARR/EOC for courses they are enrolled in.

\_\_\_\_\_ **Students who have completed high school or its equivalent from another school system shall not be considered for enrollment.**

**CHANGING HOST FAMILIES DURING THE YEAR:** If a student needs to change his/her host family it is the agency's responsibility to inform the Office of Student Advocacy and School Choice within **10 school business days** of the change. This should be submitted on company letterhead, and the new host family should be approved through the agency. If the new family is in a different attendance area within the NISD boundaries, the student can apply to his/her current school for continued enrollment. Continued enrollment can be denied based upon attendance, behavior, or if it is filed beyond the 10 day limit.

5900 Evers Road  
San Antonio, Texas  
78238-1606  
Tel: 210.397.8695  
[www.nisd.net](http://www.nisd.net)

\_\_\_\_\_ Agency

\_\_\_\_\_ Student Name

\_\_\_\_\_ Representative's Name

\_\_\_\_\_ Host Family

\_\_\_\_\_ Representative's Signature

\_\_\_\_\_ Date