



## **Pinellas County Schools PreK-12 World Languages Department FOREIGN EXCHANGE STUDENT REGISTRATION PACKET**

**Application packet deadline for the 2025-2026 school year is June 1, 2025**

### **Packet Includes:**

- . PCS welcome and updates for agencies
- . PCS School Bylaws and policies regarding foreign exchange students

### **Agencies need to complete and submit the following for processing:**

- Agency Information (including CESIET certification)
- PCS Agency Information and Contact Information Form
- Agency's Student Application Form
- Agency's Acceptance Form (for the assigned school to sign)
- PCS Foreign Exchange Student Checklist for Enrollment Page
- PCS Athletic Paperwork for Foreign Exchange Students Form
- Student's official transcripts with English translation
- Student's proof of English proficiency
- Student's proof of age
- Student's health and immunization records
- Student's proof of health insurance
- PCS Host Family Information Form
- Host family's proof of residence

Mail completed application packets to:

Adriana Gonzalez-Ruan  
Pinellas County Schools  
World Languages Department  
301 4th Street S. W.  
Largo, FL 33770  
gonzalez-ruana@pcsb.org  
727-588-5006



**Mission:**

"Educate and prepare each student for college, career and life."

**ADMINISTRATION BUILDING**  
301 Fourth St. SW  
P.O. Box 2942  
Largo, FL 33779-2942  
Ph. (727) 588-6000

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PINELLAS COUNTY, FLORIDA**  
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January 15, 2025

Dear Foreign Exchange Companies,

Pinellas County Schools (PCS) is proud to host foreign exchange students, offering an educational experience that enriches their lives and fosters cultural exchange. PCS welcomes foreign exchange students who join us for a full academic year through an established foreign exchange company, service club, or non-profit organization/institution approved by the Council on Standards for International Educational Travel (CSIET). The exchange company is responsible for securing a host family in Pinellas County and processing the student's J-1 Visa.

Applications must be completed through the exchange company and submitted with all required documentation to the PCS World Languages Department by **June 1st** of each year. Foreign exchange students are accepted only for a full academic year in grades **9 – 11**. Students will not be registered as seniors or eligible to graduate from a Pinellas County school. Additionally, foreign exchange students will not be admitted after the **tenth day** of the first semester. Students who have already graduated in their home country are not eligible for admission to Pinellas County Schools. If a host family change is necessary, please contact the department specialist immediately.

Foreign exchange students are placed in the zoned school of the host family. School assignment is determined by the host family's address and the availability of seats at the time of registration. Please note that having a host sibling enrolled in a magnet program does not guarantee placement of the foreign exchange student in the general population of that school. Additionally, foreign exchange students are not eligible to apply for magnet programs. Once a student is placed in a school, they are expected to remain there for the entire academic year. Changes in school placement will not be permitted without written consent from the World Languages Department. Please contact the department specialist with any concerns. The review process for application packets, school assignments, and school notifications may take several weeks. Agency staff will receive email updates on the progress of the student's file. Once the student is assigned to a school, a signed copy of the Agency Acceptance Letter from the school principal will be sent to you. If you have any questions, please contact the PCS World Languages Department.

Sincerely,

**Cynthia Ramos-González**

PreK-12 World Languages Specialist

Phone: 727-588-6066

Email: [ramos-gonzalezc@pcsb.org](mailto:ramos-gonzalezc@pcsb.org)

The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

**100% Student Success**

**[www.pcsb.org](http://www.pcsb.org)**

## **Additional Information**

### **Zoned Schools and School Assignment**

Foreign exchange students will be assigned to a zoned school based on the address of the host family, subject to space availability. ELTIS test with scores, as well as other documentation of English proficiency, must be included with the application. Starting May 1<sup>st</sup>, the Office of World Languages work with the Student Assignment Office to place the students with complete packets. As soon as the school assignment has been completed the exchange company will be notified and a copy of the student packet and School Acceptance Form from the agency will be sent to the principal. The principal will review and sign the acceptance letter. Agencies should contact the World Languages Department first if there are any issues with this process. Agencies are responsible to see that complete paperwork is included in the application and sent to the World Languages office at least five (5) weeks in prior to the student's arrival. Per PCS policy exchange students are not enrolled beyond the tenth (10) day after the first day of school of the year, applications for semester exchanges are not accepted.

### **Immunizations**

Documentation of all required immunizations must be recorded on the DOH Form 680 (Part A) and included with the student packet paperwork. According to entrance requirements, the immunization record must be taken to the County Public Health Unit to be officially recorded on the DOH Form 680 for the student to attend school. A Temporary Medical Exemption, DOH Form 680 (Part B), to receive additional vaccinations cannot be issued prior to the student's arrival in the country. Therefore, any required vaccinations must be administered before the student leaves their home country.

### **Compliance with Policies and Supervision**

Each foreign exchange student is expected to comply with the policies of the Pinellas County School Board (PCSB), including the Code of Student Conduct and all other applicable legal provisions. Repeated violations of PCSB policies may result in the student's withdrawal from their enrolled school.

### **Agent Responsibilities**

It is the sponsor's responsibility to resolve any issues that may arise between or among the student and the host family, including changing the host family or returning the exchange student to their home country. Sponsoring agencies are required to contact the Office of World Languages first should there be any changes to the host family during the student's school-year stay. Sponsoring agents should not contact schools directly. If the principal suspects neglect of the student by the host family, they will notify the local representative of the sponsoring agency. All school-related expenses for the exchange student are the responsibility of the sponsoring agency or host family.

### **Athletic Eligibility**

Students are governed by the Florida High School Athletic Association (FHSA) rules and regulations regarding participation in interscholastic athletics. All foreign exchange students are required to complete the athletic paperwork, even if they do not intend to participate in interscholastic athletics. A letter indicating their foreign exchange status must be included with the principal's annual eligibility list. Additionally, students must provide a transcript in their native language and any other documentation listed on the EL4 form. Refer to the page six (6) for a complete list of required athletic paperwork.

All documents listed on the checklist, including an acceptance form provided by the exchange agency, must accompany the exchange student's application before it will be reviewed. It is the responsibility of the agency to ensure that the application and all required paperwork are complete and submitted to the Office of World Languages by **June 1, 2025**. If no seats are available, the Office of World Languages will notify the respective agencies.

## **PCS Agency Information and Contact Information Form**

**AGENCY NAME:** \_\_\_\_\_

**LOCAL AREA AGENCY REP NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:**

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**NAME OF STUDENT YOU ARE SPONSORING:**

\_\_\_\_\_

**AGENCY SUPERVISOR NAME:** \_\_\_\_\_

**AGENCY SUPERVISOR PHONE:** \_\_\_\_\_

**AGENCY is CSIET Certified:** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** (attach documentation)

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**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

<b>Official Department Use</b>	<b>Date:</b>
Date complete form and documents were received:	
Received and verified by: _____	
Approved: Yes _____ No _____	

## PCS Foreign Exchange Student Checklist for Enrollment Page

STUDENT NAME \_\_\_\_\_

COUNTRY: \_\_\_\_\_ BIRTH CITY: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ GENDER: \_\_\_\_\_ Grade: \_\_\_\_\_

Yes/ Submitted	No/ Not submitted	Documents:
		This student, considered for placement in a Pinellas County high school under the Foreign Exchange Program, is sponsored by a service club or a non-profit organization/institution approved by the Council on Standards for International Travel CSIET. <b>Provide proof of approval with CSIET once a year.</b>
		The student is NOT a transfer student from an out-of-county or out-of-state high school.
		The student is at least fifteen (15) years of age and not more than eighteen (18) years of age by the date of enrollment in the school.
		The student has sufficient reading and speaking knowledge of the English language to be able to successfully participate in regular high school classes. <b>The student's documentation of English proficiency is attached.</b> Recommended: ELTiS test results in the 75th percentile.
		Both the AGENCY FORM from the host family and the PCS Foreign Exchange Student Host Family Information Form are attached.
		Two <b>(2) proofs of residency of the host family are attached.</b> This may be a utility bill for power, water, cable, sewer, or land-based telephone (not cellular), rental or lease agreement, with host parent's name and home address on it.
		One (1) copy and one (1) original of the student's official academic transcript with an English translation is attached including a brief description of each course taken in grades 9-12 or level equivalent.
		Documentation of birth (a clear copy of the student's birth certificate/ and passport) is attached. Ensure this is translated and legible.
		A record of the student's immunization and physical BLUE DOH Part A (signed by a licensed physician and dated within one year) is attached. Ensure this is translated and legible. See page eight (8) for full list.
		The student is seeking registration for a full school year.
		An affidavit of adequate health insurance coverage is attached. This will also be presented to the school at the time of registration.
		This student has <b>NOT</b> received a high school diploma from their country of residence.
		Placement of this student does not exceed the International Student Exchange Programs USIA maximum of five 5 students sponsored by your agency in one school.

<b>Official use Only</b>	<b>Date:</b>
Date complete form and documents were received	
Received and verified by: _____	
Approved Yes _____ No _____	

# PCS Athletic Paperwork for Foreign Exchange Students Form

(Florida High School Athletic Association (FHSA) and PCS Requirements)

Complete the following information in the right column and include any requested documents.	
1. Student name	
2. Visa Class/Type (J1, F1, other)	
3. Date of Birth	
4. Gender	
5. Grade	
6. All sports in which they wish to participate	
7. Country of Citizenship	
8. Where the student is residing (parents, approved boarding school or host family)	
9. Name of Person in FL with whom the student resides.	
10. Is a member of the host family is a coach at the school?	No ____ Yes ____, Name: _____
11. Address of Person in FL with whom the student resides.	
12. Phone of Person in FL with whom the student resides.	
13. Name of Parent (not the host parent).	
14. Date entered the 9 <sup>th</sup> grade.	
15. Date last attended previous school.	
16. Date first attended current school.	
17. Did this student attend another high school in the US?	No ____ Yes ____ School Name and Location _____
18. Copy of the I-20 A-B form or DS-2019 form	Agent Initials _____
19. Proof of age (birth and visa status copy)	Agent Initials _____
20. Original Previous School Transcripts	Agent Initials _____

<b>Official use Only</b>	<b>Date:</b>
Date complete Athletic form and documents were received	
Received and verified by: _____	
Approved: Yes _____ No _____	

## PCS Host Family Information Form

Student's LAST Name: \_\_\_\_\_

Student's FIRST Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Country: \_\_\_\_\_ Gender: \_\_\_\_\_

Last Grade Completed in Home Country: \_\_\_\_\_ Grade requesting in PCS: \_\_\_\_\_

### AGENCY INFORMATION

Agency Name: \_\_\_\_\_

Agency Representative: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Representative's Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### HOST FAMILY INFORMATION

Host Parent #1 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Host Parent #2 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Host Family: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Other Members of the Household/Ages/Schools:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY SIGNING AS THE HOST FAMILY, I UNDERSTAND THAT THE STUDENT WILL BE ASSIGNED TO THE SCHOOL ZONED FOR MY ADDRESS. I AGREE TO ACCEPT THE PLACEMENT MADE BY THE STUDENT ASSIGNMENT OFFICE.

Parent #1's Signature: \_\_\_\_\_

Parent #2's Signature: \_\_\_\_\_

<b>Official use Only</b>	<b>Date:</b>
Date complete form and documents were received	
Received and verified by: _____ Approved Yes _____ No _____	

## Health Requirements Checklist

For Documentation of immunizations, all appropriate doses and dates must be entered. This immunization record should be taken to the Pinellas County Public Health Unit to be recorded on the Blue **DOHForm 680 - Part A** for the student to attend school.

	Physical Signed by a licensed physician and dated within one year prior to enrollment.
	Documentation of immunizations. DTP - Five (5) doses required. If the fourth dose of DTP is administered on or after the fourth birthday, a fifth dose is not required. DT (pediatric) vaccine is acceptable if pertussis vaccine is medically contraindicated. Td (adult) vaccine (a series of 3 doses) is acceptable and recommended for children 7 years of age or older.
	Documentation of immunizations. Polio (OPV) - Four (4) doses required. If the third dose of OPV is administered on or after the fourth birthday, a fourth dose is not required. IPV is an acceptable alternative if OPV is not indicated. Polio vaccine is omitted from the required immunizations of children 18 years of age or older.
	Documentation of immunizations. Measles, Mumps, and Rubella- for high school MMR combined one (1) dose at 12 months of age or older Measles Single One (1) dose at 12 months of age or older Mumps Single One (1) dose at 12 months of age or older Rubella Single One (1) dose at 12 months of age or older.
	Documentation of immunizations. Hepatitis B - Two (2) or three (3)* doses required. *