

Foreign Exchange Host Parent Enrollment Instructions

In order to enroll a foreign exchange student at the assigned high school, the host parent must have the following documentation:

1. The student's passport.
2. Proof of the host parent's identity (driver's license, passport, etc.)
3. Proof of the host family's residence address (i.e., recent utility bill, rent receipt, residence lease or sales contract).
4. The student's previous school records (courses and grades)
5. The student's immunization record. (*Nevada laws prohibit the enrollment of students without current vaccinations. If the student is not current on his/her immunizations, he/she must go to the Clark County Health Department or a local doctor to receive the immunizations.*)

To register the student, you will need to go to <https://ccsd.net/parents/enrollment/>, create an account in the Parent Portal in Infinite Campus and follow the instructions. Please note, the local representative will also need to be included as a contact in the student information.

Please note the following:

For a student arriving in the fall please be aware that school counselors do not return from summer vacation until approximately two weeks before school starts. Schools do not register students until that time. Students cannot be enrolled before they enter the country.

Foreign exchange students should be classified as English-exclusive students. Regulations set forth by the U.S. State Department prohibit students from being enrolled in the English Language Learner (ELL) program. Students who express difficulty in understanding English should be referred to the sponsoring foreign exchange program for assistance.

Foreign exchange students must be enrolled as full-time students and must take at least four academic classes in the areas of English, mathematics, science, computer science, foreign language, and social studies. Additionally, **foreign exchange students must enroll in English (English 9 or English 9 Honors for 9th grade students, English 10 or English 10 Honors for 10th grade students, English 11 or English 11 Honors for 11th grade students, English 12 or English 12 Honors for 12th grade students) and either U.S. History or U.S. Government.** Foreign exchange students may enroll in Honors or Advanced Placement (AP) courses, but they are not eligible for special programs such as ELL, Special Education, or free/reduced lunch. Foreign exchange students are subject to all scheduling requirements determined by the school administration. The foreign exchange office cannot override these policies.

The host parent must accompany the student when he/she enrolls at the host school and also when he/she registers for classes.

In accordance with State and District policies, foreign exchange students are assigned to a grade level based on their date of birth.

- Grade 9—The student must be 14 years old by September 30 of the year of enrollment.
- Grade 10—The student must be 15 years old by September 30 of the year of enrollment.
- Grade 11—The student must be 16 years old by September 30 of the year of enrollment.
- Grade 12—The student must be 17 years old by September 30 of the year of enrollment.

If the student intends to enroll in a school other than the zoned school (Change of School Assignment, magnet or CTA program), an approved Change of School Assignment or notification of magnet acceptance must be submitted to the CCSD Foreign Exchange Office BEFORE the student is enrolled.