



# Mountain Vista High School

10585 Mountain Vista Ridge  
Highlands Ranch, Colorado 80126

## International Exchange Student Placement Application

If you are interested in placing a Foreign Exchange student at Mountain Vista High School, please follow these steps:

1. The Host family must live within the MVHS boundaries
2. Exchange Students are accepted on a first come, first served basis until all spots are filled or the June 1<sup>st</sup> deadline passes
3. Agency must follow attached guidelines & requirements
4. Agency to obtain all required documents on application checklist. Please check off items and submit documents in order of checklist. **Note: Incomplete packets will be return to the Agency.**
5. Application can be scanned to Dara Harget at [dlharget@dcsdk12.org](mailto:dlharget@dcsdk12.org)
6. If accepted, the coordinator will sign your acceptance letter and return to the Agency

“Together we achieve the extraordinary!”

**Mountain Vista High School**  
**Admission Process and Requirements for International Exchange Students**

**International Exchange Program Requirements**

1. The program must be approved by and in good standing with the Council on Standards for International Educational Travel (CSIET). Approved list can be seen at CSIET website, URL:  
<http://www.csiet.org/mc/page.do>
2. The program must have a local representative who resides within the greater metropolitan Denver area and who will meet with school personnel, the student and the host family as needed.
3. The exchange organization must provide outbound exchange opportunities for American students just as it provides inbound exchange opportunities for students from other countries. The local representative must supply each high school with literature about its outbound programs and offer to talk with interested students about those programs.
4. Orientation, both pre-departure and upon arrival in the United States, must be provided to help international exchange students adjust to a new culture and, perhaps, language. Ongoing contact and support from the local representative of the exchange organization must also be provided.

**International Exchange Student Admission Requirements**

1. The student must not have turned 19 years of age before September 15 of the year of enrollment at Mountain Vista High School (MVHS).
2. The student must not have graduated from high school or its equivalent.
3. The student must reside with a legal adult resident within the boundaries of the MVHS service area. Every effort should be made to place international exchange students with host families where one or more students from that family attend the same school the exchange student will attend.
4. The student must have sufficient knowledge of the English language to enable effective oral and written communication, to use instructional materials and textbooks printed in English and to function in the regular educational program without special professional assistance.
5. The student must have average or above-average grades in the student's home school and must not be receiving special professional assistance to function in the regular academic program.
6. To request admission the international exchange organization or privately sponsored international exchange student must submit the following documents:
  - a. A completed MVHS International Exchange Student Admission Request Form.
  - b. A copy of the face page of the host family agency application.
  - c. Three years of official transcripts and/or records of prior education from the student's home school and an English translation of the same documents. The records should reflect courses taken and grades/credits earned. Evidence that the student has successfully completed a minimum of three years of instruction in the English language, which includes speaking and listening as well as reading and writing.
  - d. Evidence of required immunizations.
  - e. Proof of English proficiency demonstrated by a score of 50 or higher on SLEP test, TOEFL or FSI at level of proficient or higher.
  - f. A written application or a letter of application from the potential international exchange student to MVHS. This application/letter should provide pertinent information about the student (e.g., name, age, birth date, home country, level of education), the student's reasons for wanting to attend MVHS and the projected duration of enrollment. The name, address and phone number(s) of the international exchange student's own parents/guardians, the host family and the local international exchange program representative.

## **Placement of International Exchange Students in the Schools**

1. All completed applications with supporting documentation are to be submitted to the Program Coordinator and testing by June 1 for the first semester. If special circumstances require waiving these deadlines, arrangements must be made with the Coordinator prior to June 1.
2. All applications will be screened by the Program Coordinator.
3. An international exchange student may not be enrolled at MVHS without prior written approval from the appropriate Program Coordinator.
4. Upon the international exchange student's arrival, the adult sponsor (host family and/or local representative of the exchange organization) and student must go to MVHS to complete the enrollment process.

## **International Exchange Student Placement Limitations**

Only a limited number of students can be afforded this opportunity each year. Therefore:

1. The number of international exchange students may not exceed .5% of the school's enrollment. This recommended limit may be increased at the principal's discretion.
2. To enhance the cultural diversity international exchange students bring to a school, no more than two students of the same nationality will be accepted for each school.
3. A maximum of four students sponsored by any exchange organization may be placed in a single school and no more than two of these students may be of the same nationality.

## **Status/Academic/Graduation Standards for International Exchange Students**

1. International exchange students will be treated as regular students. They are responsible for complying with district policies and regulations regarding attendance, academic standards, responsibilities and rights, and discipline.
2. International exchange students are expected to take five classes per term including one language arts/English class and one American history and/or government class and are expected to maintain passing grades in all classes.
3. International exchange students enrolled for one school year or less will be classified as a senior. They will earn grades and receive credit for courses successfully completed but will not be included on the cumulative academic class ranking.
4. International exchange students are not eligible to receive scholastic awards but may be eligible to receive extracurricular awards.
5. International exchange will not receive a diploma from MVHS but will be awarded a certificate of attendance and may participate in graduation ceremonies.
6. The eligibility requirements of the Colorado High School Activities Association will be followed. Interested parties should refer to the CHSAA Bylaws, Article 18, Section 1860 - Foreign Students.
7. International exchange students are expected to pay for all lunches, book, athletic, student activity and other fees, yearbook costs, and all other school-incurred expenses that are expected of other students at MVHS. Group activity funds will not be allowed for these expenses, and there will be no fee waivers or reduced prices.
8. The District will not provide international exchange students with admission to such programs as special education for handicapped pupils, English as a second language or off-campus technical training, unless tuition for the unsubsidized per capita cost is paid by the student. Under no circumstances will the district pay tuition for international exchange students to attend other schools or institutions of higher education.

## **Responsibilities of Private Sponsors, Exchange Organizations and Host Families**

Private sponsors, exchange organizations and host families are in loco parentis with respect to adult supervision of international exchange students. The following are specific responsibilities, which the district expects these adults to assume:

1. If an international exchange student's English proficiency is found to be insufficient to function in the regular instructional program without special professional assistance, the exchange organization or the private sponsor must provide a tutor or make other educational arrangements for the student at their expense according to the student's need.
2. If a student's grades, attendance and/or behavior are deemed unsatisfactory by school officials, the international exchange student may be withdrawn from school and the United States Department of Justice, Immigration and Naturalization Service will be advised immediately.

**REQUIRED STUDENT DOCUMENTS**  
**FROM INTERNATIONAL EXCHANGE**  
**STUDENT AGENCIES**

|   |
|---|
| For Office Use Only:<br>Student's Name: _____<br>Country: _____<br>Organization: _____<br>School: _____<br>Length of Stay: _____<br>Number: _____ |
|---|

**MOUNTAIN VISTA HIGH SCHOOL**

**Please submit all documents in order. Partial applications will be returned to the agency.**

**Application deadline is June 1<sup>st</sup>.**

- MVHS International Exchange Student Admission Request Form
- The face page of the **host family agency application**. (If the student will be changing host families mid-year, a copy of the host family agency application for the second family is required as well.)
- Three (3) years of **official transcripts** from student's home school, with English translation of same documents: (1)\_\_\_\_\_, (2)\_\_\_\_\_, (3)\_\_\_\_\_.
- Health Records** that include evidence of required immunizations, with English translation of same documents. Students need to show proof of the following doses:
  - DPT (Diphtheria-Tetanus-Pertusis) 5
  - Polio 4
  - MMR (Measles-Mumps-Rubella) 2
  - Hepatitis B 3
  - Tdap (Diphtheria-Tetanus-Pertusis) 1
  - Varicella 2
- English Language Proficiency Test and Score** (Students must score 223 or higher on the ELTiS test for consideration to be accepted MVHS.) **Score:** \_\_\_\_\_
- A letter from the potential student** including information about the student and the reasons for wanting to attend school in the United States.
- Two (2) character references/letters of recommendation:**
  - One (1) of which must be from the student's English teacher at the student's home school.
  - A second character reference/letter of recommendation from another source.
- A copy of the agency's **School Acceptance/Principal Acceptance/School Permission Form** to be signed and returned to the agency, by the MVHS Coordinator. **Date:** \_\_\_\_\_

**Please note:** If the Foreign Exchange Student will be changing host families at the end of the 1<sup>st</sup> semester, host family information is required for both the semester 1 and semester 2 host families. District Guardianship paperwork needs to be completed before enrollment at the school can take place. Guardianship papers and enrollment papers need to be completed before a student changes host families. Call Douglas County Schools Student Records Department for Guardianship Papers at: 720/433-0095 . The documents must be returned to Student Records and not to the school.

# INTERNATIONAL EXCHANGE STUDENT ADMISSION REQUEST

## MOUNTAIN VISTA HIGH SCHOOL

This form is required to be attached to each student application

Student Name: \_\_\_\_\_  
*Family Name (Surname)* *First (Given) Name*

Date of Birth: \_\_\_\_\_ Type of Visa (F-1, J-1) \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Date of Arrival in U.S.: \_\_\_\_\_ Date of Return to Home Country: \_\_\_\_\_  
Number of Secondary (High School) Grades Available in Home Country: \_\_\_\_\_  
Expected Date of Graduation from High School in Home Country: \_\_\_\_\_

Last Grade Completed in Home Country: \_\_\_\_\_ Expected Grade to Enroll: \_\_\_\_\_  
SLEP Scaled Score: \_\_\_\_\_ **or** Other Scaled Score: \_\_\_\_\_  
Organization: \_\_\_\_\_

Local Representative: \_\_\_\_\_  
*Name*  
\_\_\_\_\_  
*Address City State Zip*  
\_\_\_\_\_  
*Email Address Work Phone*

Please read and understand the guidelines for Admission of International Exchange Students and the MVHS Student Handbook.

**Signature of Agency Representative:** \_\_\_\_\_

### Host Family (Semester 1)

\_\_\_\_\_  
*Name Email Address*  
\_\_\_\_\_  
*Address City State Zip*  
\_\_\_\_\_  
*Home Phone Work Phone*  
\_\_\_\_\_  
*Starting Date Ending Date*

### Host Family (Semester 2)

\_\_\_\_\_  
*Name Email Address*  
\_\_\_\_\_  
*Address City State Zip*  
\_\_\_\_\_  
*Home Phone Work Phone*  
\_\_\_\_\_  
*Starting Date Ending Date*