

Hillsboro School District Exchange Student Enrollment Protocol

The District is interested in furthering global understanding through international education and student exchange programs. The following outlines the general process and protocol for enrolling exchange students in Hillsboro School District high schools.

General Provisions

- Students must be of high school age, with preference given to students who are entering their junior or senior year. It is at the school administrator's discretion whether or not they want to accept students who are entering their freshman or sophomore year.
 - Students must be at least 15 years of age, but not more than 18 years and six months of <https://docs.google.com/document/d/1zQbkaRg0ZzNw-HXmVtLiVM1fzoREjlqcaAORdUPVxkg/edit> as of the program start date; or
 - Not have finished more than 11 years of primary and secondary school, not including kindergarten; and
 - Not have previously participated in a secondary school student academic year or semester exchange program or attended school in the United States in either F-1 or J-1 status.
- Students *must* be coming through a program that's on the U.S. Department of State's [Designated Sponsor Organizations list](#).
 - This means the student will have a J-1 visa.
 - Neither Hillsboro School District nor any of our high schools has the accreditation required to host students through private placements. We would have to be able to provide the student with an I-20 form for an F-1 visa, which can only be granted by a high school that is SEVP-certified (Student and Exchange Visitor Program). The certification requires the completion of a petition, application, payment of filing fee, and site visit fee per campus location (\$1700 + \$655/site).
 - Exchange organizations shall be able to show evidence of bonding and sufficient insurance to pay claims attendant to illness, accident or death of an exchange student, and possible liability of the host family.
- ***Applications for admission must be received by July 1 for the following academic year.***
- A complete student application packet will include translated copies of the student's transcript, with U.S. equivalent grading key; language proficiency test with score; and Immunization records, translated into English, in addition to any sponsoring agency paperwork (e.g. certificate of insurance).
- Students must reside with a host or sponsor family within District boundaries. Exchange students may not transfer to or from other districts except in cases of extreme hardship for the host family or the exchange student, and where this transfer does not conflict with federal, state, or local statutes or policies.
 - Exchange students are expected to attend the neighborhood school of their host family, unless the exchange student spots at their neighborhood school are full.
- Exchange student placements per high school will not exceed one half of one percent of student enrollment, plus an additional placement for each student from that school studying abroad as part of an approved exchange program.

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- Once accepted, the student and/or host family must complete the enrollment process per school guidelines.
- Maximum length of enrollment is one school year.
- Exchange students are subject to the same rules and behavior expectations as all other students.
- Exchange students may participate in the same activities and are subject to the same participation fees as other students.
- Exchange students who meet the necessary criteria will be eligible to walk at graduation and receive an honorary diploma.

Please refer to board policy [JECBA](#) for more information