

## **P5507 ENROLLMENT/CERTIFICATION/GRADUATION OF FOREIGN STUDENTS**

### **BOARD POLICY:**

**Foreign students who meet all entrance requirements may enroll with Unified School District No. 259. Foreign pupils (F-1 Visa) completing at least the minimum high school graduation requirements shall receive a high school diploma. Regardless of the comprehensiveness of their program, foreign exchange pupils (J-1 Visa) completing their foreign exchange student program shall receive a certificate of attendance.**

Administrative Implemental Procedures:

1. Foreign students are defined as those students whose permanent residence is in a country other than the United States.
2. No one who has graduated from a high school (or the equivalent of high school) in a foreign country may be enrolled in the high schools of the district.
3. Prior to being enrolled in any school, all foreign pupils or their sponsors must apply for acceptance through Student Records and Enrollment Services where appropriate action will be taken regarding:
  - a. Visa status
  - b. Residence in relation to the boundaries of USD 259
  - c. The amount of tuition to be paid
  - d. The school assignment.
4. Upon receiving appropriate documentation, a school may enroll the foreign student and shall determine the student's:
  - a. Grade level placement
  - b. Courses to be completed to meet the requirements of the student program.
5. Foreign exchange student's (J-1 Visa) may be enrolled according to BOE Policy 5508 – Foreign Exchange Students.
6. All policies and procedures in effect within the district shall govern foreign students.
7. Should a foreign student withdraw from school, the school administration should:
  - a. Follow normal exit procedures
  - b. Notify Financial Services in writing in order that a refund of tuition may be made to the student's sponsor.

Administrative Responsibility: Student Records and Enrollment Services

Latest Revision Date: June 2015

Previous Revision Date: March 1999 P5507