

# Onslow County Schools

Department of Instruction and Continuous Improvement  
Dr. Lesley Eason, Assistant Superintendent

Division of Academic Innovation  
Mr. Michael Elder, Director  
Mrs. Michelle Chadwick, Coordinator  
Mrs. Pam Brewer, Administrative Assistant



March 30, 2015

To: High School Counselors  
From: Susanne Long (Curriculum, Research, and Development) and  
Michael Elder (Innovation and Gifted Services)  
Re: Exchange Student Process Clarification

The process for accepting foreign exchange students would be to make contact with the Division of Curriculum, Research and Development first. We make sure all the documents are in order/meet the set requirements and then final approval rests with the principal/designee for enrollment. Sometimes course loads and needed classes come into play as to acceptance. Particularly since most exchange students are about the same age.

We only work with agencies that are validated by the Council on Standards for International Travel, CSIET for incoming J-1 visa students. <http://www.csiet.org/> The Onslow County School System does have Board Policy and administrative guidelines that govern our admission of foreign exchange students and some but not all of the requirements based on Board Policy are listed on the webpage. <http://www.onslowcounty.schoolinsites.com/?PN=Pages&SubP=Level1Page&L=2&DivisionID=2539&DepartmentID=12285&PageID=18794&ToggleSideNav=>

The Onslow County School System does not have a set number of "slots" for acceptance. It varies from year to year based on class size, course offerings, and student needs. It also varies from school to school. Certain schools place a cap on the number accepted and that too varies from year to year. This will be a different year as we are redistricting-the first time in a very long time in the history of the Onslow County School System sans opening a new school.

An interested agency must provide complete transcripts, acceptable score on a language rating, student narrative, background, health record/immunizations, application, acceptance form, etc. before we will begin to consider. These items must be sent to us for initial screening. We only accept exchange students for a full year. The enrollment period is from February to July 1st. Students must be 16 by the first day of school.

After we make sure the initial requirements have been met, we send the documents to the school principal. The principal/designee then sees what courses the student needs. While foreign exchange students may be here primarily for the experience, the state mandates he/she take certain courses. Sometimes the course needed is a state mandated tested course which may be difficult based on the home language of the student. Final acceptance/denial rests with the principal. If the principal/designee approves, the acceptance form is signed and sent to our division. We then contact the agency/representative.

If the principal accepts the student, during enrollment time, the host family must then go to the school and provide needed documents, i.e. proof of residency within our school district, i.e. electric bill, and fill out other needed forms.

CC: High School Principals; Brent Anderson; Brendan Gartner; Susanne Long; Lesley Eason

Phone: (910) 455-2211

Michael Elder Extension 20264 | Michelle Chadwick Extension 20258 | Pam Brewer Ext. 20261

[Michael.elder@onslow.k12.nc.us](mailto:Michael.elder@onslow.k12.nc.us) | [michelle.chadwick@onslow.k12.nc.us](mailto:michelle.chadwick@onslow.k12.nc.us) | [pam.brewer@onslow.k12.nc.us](mailto:pam.brewer@onslow.k12.nc.us) | [www.academicinnovation.weebly.com](http://www.academicinnovation.weebly.com)