To: Foreign Exchange Organization Representatives  
From: Manager of District Admissions & Student Records  

The following information is for student foreign exchange organizations applying for approval and acceptance to the Cherry Creek School District (CCSD). The exchange organizations must be approved by the Council on Standards for International Educational Travel (www.csiet.org) and by the Cherry Creek School District (see attached form).

Please complete and return the signed copy of the attached Approval Application. Also include a copy of the exchange group’s current brochure explaining rules, regulations and health insurance coverage. Please note that foreign exchange students will NOT graduate from a Cherry Creek School District high school and will NOT receive a high school diploma.

The CCSD high schools, except Endeavor Academy and Elevation Online, are accepting foreign exchange students for the 2020-21 school year. Each participating high school accepts no more than 2 exchange students from the same country and no more than 2 placements from any individual exchange organization per school. There may be additional individual school requirements set by the building administrators (see attached).

The exchange student must attend the CCSD high school within the host family’s home boundaries, and must remain with the same host family for the entire period of their enrollment in CCSD. The host family must have one or more students attending the neighborhood high school. There will be no transfer requests for exchange students to attend a high school other than the neighborhood school of the host family.

All complete exchange student applications must be received by May 15, 2020. Late application cannot be considered.

Please do not contact or send information directly to the high school staff. Only foreign exchange students processed through the District Admissions office will be allowed to register and attend school.

If the exchange student is accepted, the exchange group representative will be notified directly. In mid-July 2020, the host family will be contacted to set a specific date and time to meet with the student and host parent to complete the registration with the District. After registering, the host parent will contact the school to set an appointment to meet with the Counselor and student to arrange for the schedule of classes.

Please feel free to call or email me with any questions.
Complete, sign and return this form by March 1st.

Manager of District Admissions
9150 E Union Ave, Greenwood Village, CO 80111
PH: 720-554-4555; Fax: 720-554-4558
Email: vlisi@cherrycreekschools.org

ORGANIZATION APPROVAL APPLICATION
FOREIGN EXCHANGE – SY 2020-21

Only exchange groups listed in the current edition of the “CSIET Advisory List” will be considered for district approval.

NAME OF ORGANIZATION_________________________________________________________

TYPE OF VISA ISSUED FOR STUDENTS ____________ (J-1 EXCHANGE VISITOR VISA)

NATIONAL DIRECTOR___________________________________________________________

ADDRESS_____________________________________________________________________

CITY/STATE/ZIP________________________________________________________________

PHONE NUMBER_________________________ EMAIL___________________________

AREA COORDINATOR___________________________________________________________

ADDRESS_____________________________________________________________________

CITY/STATE/ZIP________________________________________________________________

PHONE NUMBER_________________________ EMAIL___________________________

LOCAL REPRESENTATIVE _______________________________________________________

ADDRESS_____________________________________________________________________

CITY/STATE/ZIP________________________________________________________________

PHONE NUMBER_________________________ EMAIL___________________________

By signing below, I hereby acknowledge I have read, understand and agree to abide by the attached Cherry Creek School District’s application process and the foreign student admissions requirements:

_____________________________________________________________________________

SIGNATURE OF AREA COORDINATOR DATE

SIGNATURE OF LOCAL REPRESENTATIVE DATE

PLEASE NOTE: If there are multiple local representatives, please provide additional attachments.

(DISTRICT USE ONLY)

APPROVAL GRANTED: ___________________________ DATE_____________________

2
# Cherry Creek Schools

**Manager of District Admissions**  
9150 East Union Ave.  
Greenwood Village, Colorado 80111  
PH: 720-554-4555  FAX 720-554-4558  
Email: vlisi@cherrycreekschools.org

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## STUDENT ENROLLMENT REQUEST – SY 2020-21

**FOREIGN EXCHANGE GROUPS WITH J-1 VISA STATUS**

### STUDENT’S NAME

<table>
<thead>
<tr>
<th>LAST NAME (Surname)</th>
<th>FIRST NAME (Given)</th>
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### BIRTH DATE

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<th>MO</th>
<th>DAY</th>
<th>YEAR</th>
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<thead>
<tr>
<th>COUNTRY OF BIRTH</th>
<th>COUNTRY OF CITIZENSHIP</th>
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### USA ARRIVAL DATE

| __________________ |

### USA DEPARTURE DATE

| __________________ |

### EXPECTED GRADE TO ENROLL

<table>
<thead>
<tr>
<th>CCSD SCHOOL</th>
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### PROFICIENCY OF ENGLISH LANGUAGE

(Excellent, Good, Fair, Poor)

| __________________ |

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<thead>
<tr>
<th>ORGANIZATION</th>
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### NAME OF LOCAL REPRESENTATIVE

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### ADDRESS

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<th>CITY, STATE, ZIP</th>
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I have reviewed all of the Cherry Creek School District foreign exchange student procedures with the adult sponsor/host family and recommend this request.

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<thead>
<tr>
<th>SIGNATURE OF LOCAL REPRESENTATIVE</th>
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### HOST / SPONSOR

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### ADDRESS

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<th>CITY, STATE, ZIP</th>
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### EMAIL

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<tr>
<th>CONTACT PHONE</th>
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I hereby acknowledge that I have read, understand and agree to abide by the procedures for sponsorship of a Foreign Exchange student. I further attest that I am a legal resident of Cherry Creek School District, and the student listed above will live in my home for the duration of the school year.

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<thead>
<tr>
<th>SIGNATURE OF ADULT HOST / SPONSOR</th>
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(ADMISSIONS DEPARTMENT/DISTRICT USE ONLY)

### AUTHORIZED SIGNATURE

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<th>SCHOOL OF ASSIGNMENT</th>
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</table>
EXCHANGE GROUPS WITH J-1 VISA STATUS

EXCHANGE ORGANIZATIONS AND HOST FAMILIES: All student information is to be sent directly to the District Admissions office, to the Attn: Manager of Admissions. If the approval process has not been completed, the student will not be allowed to register or attend school.

Applications for foreign exchange students WILL NOT be accepted after MAY 15th.

STEP 1: The exchange organization’s local representative must complete, sign and return the FOREIGN STUDENT ENROLLMENT REQUEST to the District Admissions Office.

STEP 2: The area representative from an approved exchange group (CSIET) must submit the student’s information packet to the District Admissions Office. 

The packet must include, but is not limited to:
1. General and personal information about the prospective exchange student.
2. Exchange student’s letter to exchange organization and host family.
3. The student’s official transcript for the CURRENT SCHOOL YEAR* and two previous school years (translated into English). If the applications were completed last school year; we will still need the student’s current grades for the 2019-20 school year.
4. Letter from student’s school stating when the student will graduate or if the student has already graduated.
5. Letter from the student and host parent stating their understanding that the exchange student will not graduate or receive a diploma from the Cherry Creek School District.
6. Proof of English proficiency with an English Language Test for International Students (ELTIS) test, current 2019-20 grades & past two years of grades received in English, and letter from student’s English teacher. (Students will need a score of 222+ on ELTiS.)
7. Immunization Record
8. Health/accident insurance
9. Complete host family information/application

*NOTE: The exchange student’s file must include the current 2019-20 school year first semester grades and will not be considered without the current transcript.

STEP 3: The foreign exchange Liaison will confirm that all documents are in order and forward the packet on to the area high school administrator for approval. The liaison will notify the exchange organization’s local representative when the student has been accepted to attend a Cherry Creek School District high school.

STEP 4: A letter will be sent to the host family in July to arrange for a meeting with a district representative. The adult sponsor/host and student will meet with a district representative when the student arrives in the area, and enrollment information will be given to the Host family and student.

STEP 5: Upon completion of official enrollment, the adult host/sponsor and student will call the designated high school for an appointment with the student’s counselor or dean to determine a schedule of classes.
FOREIGN STUDENT ADMISSIONS REQUIREMENTS:

Applications for foreign exchange students cannot be considered after MAY 15, 2020

1. The foreign exchange student must not have turned 18 ½ years of age before the date of enrollment in a Cherry Creek School, and must NOT HAVE GRADUATED from his/her home country high school, or its equivalent. Check with the Admissions Department as some high schools may not accept 12th grade or 18 year old students.

2. The foreign exchange student must reside with a legal adult resident of the Cherry Creek School District. The student will attend the high school located within the boundaries of the host family’s residence. All foreign exchange students must be placed with host families who have at least one child attending the same high school.

3. The foreign exchange student must have sufficient knowledge of the English language to enable effective communication; to use instructional materials and textbooks printed in English; and to function in the regular curriculum without special professional assistance. Cherry Creek School District requires an ELTIS test score of 222+, current grades in student’s English course, and a letter from the student’s English teacher.

4. The following documents are required before beginning the approval process of any exchange student. The district may require additional information not listed:

   a. An official transcript of grades/credits, translated into English, from the student’s home school for the current 2019-20 school year and two (2) past school years.

   b. General student information listing place of birth, birth date, home address, etc.

   c. A letter from the student’s school, on school stationery, stating when the student will graduate from school or if the student has already graduated from school.

   d. Letter signed by student, student’s parents and host family that all parties understand the student will not graduate or receive a diploma from a Cherry Creek District high school. This letter must be submitted with the informational packet.

   e. Proof of English proficiency. A score of 222+ an ELTIS test and a letter from a school official indicating the number and type of English language courses the student has taken and the student’s level of proficiency in oral and written English.

   f. Complete packet of host family information.

   g. Evidence of proper immunizations.

   h. Evidence of health and accident insurance covering the duration of the student’s stay.
PLACEMENT OF FOREIGN STUDENTS IN CHERRY CREEK SCHOOLS

1. Only exchange groups listed in the current edition of the “CSIET Advisory List” will be considered for district approval. Only exchange organizations approved by the Cherry Creek School District may submit an application for a foreign exchange student.

2. No exchange organization may enroll a foreign student in Cherry Creek School District without first obtaining approval from the Admissions Department (see attached APPLICATION PROCESS).

3. Complete applications must be submitted by May 15th, well in advance of the foreign student’s departure from his/her home country and arrival in the United States. Incomplete or late applications will not be considered.

4. The adult sponsor/host family must be a legal resident of Cherry Creek School District. The exchange student will attend the high school located within the boundaries of the host family’s residence.

5. Students are expected to attend the assigned high school for one full school year, unless pre-approved to attend one semester only.

ACADEMIC STANDARDS AND COMPLETION

Foreign students will be treated as regular students regarding attendance, academic standards, discipline, responsibilities and rights.

SERVICES AND PROGRAMS

1. Cherry Creek School District will provide tuition at NO cost to district approved foreign exchange students.

2. Foreign exchange students are responsible for ALL other expenses. Those fees and expenses may include, but are not limited to:
   
   a. Meals - breakfast or lunch
   b. Student Activity Tickets
   c. Annual Yearbook
   d. Any other miscellaneous personal expenses

3. Foreign students sponsored by district approved exchange organizations may participate in organized sports after meeting specific eligibility requirements, and submitting a waiver request for approval to the Colorado High School Activities Association.

SUPERVISION

1. The sponsoring exchange organization must assume all responsibility of resolving problems including, if necessary, the changing of host families or the early return home of the foreign exchange student due to personal, family, or school difficulties. Contact the Manager of Admissions at 720-554-4555 with any change information.
2. The sponsoring exchange organization must contact the exchange student and host family periodically throughout the exchange visit to ensure problems are dealt with promptly and effectively.

3. The adult sponsor/host must be available and willing to meet with school personnel when functions or conditions require it.

4. Foreign exchange students are permitted to drive vehicles on school district property as long as all necessary approvals have been given by the hosting exchange organization and all the necessary Colorado state and U.S. federal licensing requirements have been met.

5. Drugs or alcohol are prohibited. Using illegal drugs or alcohol may result in the foreign student’s dismissal from school.

6. Foreign exchange students may work only at noncompetitive, part-time jobs if the work does not interfere with school or exceed 10 hours per week.

**SUSPENSION, REVOCATION OR DISMISSAL**

Sponsoring exchange organizations, host families, or exchange students found to be in violation of any criteria in the Cherry Creek School District’s Policies and Procedures are subject to terminating their relationship with the school district.
For All Schools (per District Policy JFABB-R):

Exchange Organizations must be listed in the current CSIET publication.

- No more than two students from the same Exchange Organization shall be admitted to any one high school.
- Each school can accept only two students from any one country.
- The Host Family must have a child attending the same high school.
- Accepted students must attend the Host home neighborhood high school.
- **Exchange students are not eligible to graduate or receive a diploma.**

(Additional guidelines and limitations may apply)

An exchange student is not guaranteed placement until the school accepts the student. A file will not be submitted to the school for consideration until it is complete and contains all of the required information for the student and host family.* Complete applications must be submitted by May 15, 2020.

**Additional School Requirements:**

<table>
<thead>
<tr>
<th>School</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>CHEROKEE TRAIL</td>
<td>Full year or 1st semester only. Seniors accepted.</td>
</tr>
<tr>
<td>CHERRY CREEK</td>
<td>4 students. Full year or 1st semester students only. Seniors accepted.</td>
</tr>
<tr>
<td>EAGLECREST</td>
<td>5 students. Full year students only. No 12th grade students.</td>
</tr>
<tr>
<td>GRANDVIEW</td>
<td>Full year or 1st semester only. Seniors accepted.</td>
</tr>
<tr>
<td>OVERLAND</td>
<td>4 students. Full year students only. No 12th grade students.</td>
</tr>
<tr>
<td>SMOKY HILL</td>
<td>3 students. Full year students only. No 12th grade students.</td>
</tr>
</tbody>
</table>

*The following items are required application information for consideration:

1. General and personal information about the prospective exchange student.
2. Exchange student’s letter to exchange organization and host family.
3. The student’s **official transcript for the CURRENT SCHOOL YEAR* and two previous school years (translated into English).** Some of the applications were completed last year; however, we will need the **student’s current grades, to date, for the 2019-20 school year.**
4. Letter from student’s school stating when the student will graduate or if the student has already graduated.
5. Letter from the student and host parent stating their understanding that the exchange student will not graduate or receive a diploma from the Cherry Creek School District.
6. Proof of English proficiency with an English Language Test for International Students (ELTIS) test, current 2019-20 grades & past two years of grades received in English, and letter from student’s English teacher. (Students will need a score of 222+ on ELTIS.)
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