



## **Foreign Exchange Student Placement Process**

1. The foreign exchange organization representative shall contact the MISD Director of Guidance & Counseling after March 1 and prior to August 1 to inquire whether any openings are available at a particular high school.
  - Placements will be made on a first come, first serve basis.
  - Waiting lists will not be maintained to hold a company's or student's request for enrollment.
  - Only completed documentation will be accepted and only if the waiver limit (five (5) per high school per year) has not been met.
2. If an opening is available, the exchange organization representative shall deliver in person, mail, or email the application for enrollment (see MISD Acknowledgement of Foreign Exchange Student Guidelines & Application for Enrollment), including all required documents/records, to the MISD Director of Guidance & Counseling.
  - Faxed or incomplete application packets will not be considered for placement.
3. Once the required documentation has been received and verified, the application (MISD Acknowledgement of Foreign Exchange Student Guidelines & Application for Enrollment) will be signed by the Director of Guidance & Counseling, thus approving the exchange student for enrollment.
  - At this time, the foreign exchange organization's School Acceptance / Authorization to Enroll form will also be signed by the Director of Guidance & Counseling.
4. The exchange organization area representative and/or the host family will receive a copy of the approved application. This document should be taken to the high school campus when the student arrives in Mansfield and is ready to enroll at his/her approved MISD high school.
  - The host family should contact the counseling center at the approved MISD high school before arriving on campus to enroll the exchange student. Campuses tend to have different enrollment procedures, which may include the need for an appointment.

For further information, please contact:

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