



## Foreign Exchange Student Placement Process

1. The foreign exchange organization representative shall contact the MISD Director of Guidance and Counseling after March 1 and prior to August 1 to inquire about availability at a particular high school.
  - Placements will be made on a first come, first served basis.
  - Waiting lists will not be maintained to hold a request for enrollment.
  - Only completed documentation will be accepted and only if the waiver limit (five 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 and Counseling.
  - Faxed application packets will not be considered.
  - Incomplete application packets will not be considered.
3. Once the required documentation has been received and verified, the application will be signed by the Director of Guidance and 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 and 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 campus's counseling center to enroll the exchange student. Due to the number of enrollments that typically happen in the summer, scheduling an appointment may be necessary.*

For further information, please contact:

Jennifer Powers, Director of Guidance and Counseling  
Mansfield Independent School District  
605 East Broad Street  
Mansfield, Texas 76063  
817-299-6363 (office) 817-453-6583 (fax)

Email: [jenniferpowers@misdmail.org](mailto:jenniferpowers@misdmail.org)