



# Foreign Exchange Student Checklist

Frederick County Public Schools  
191 South East Street  
Frederick, Maryland 21701

FCPS Form 400-74F4  
[Regulation 400-74](#)  
March 2023

Clear Form

## To be completed by FCPS School Official

Student Name

Date of Birth

Host Family Name

Host Family Address

Host Family Phone

Host Family Email

CSIET Organization

Official transcripts

Health records

Proof of age

Host family agreement with required signature

Host family residency verification with required signature

Student contact information (i.e., the FCPS school official reserves the right to contact the foreign exchange student candidate prior to rendering a decision.)

Demonstrated verbal and written fluency in English

Passage of a nationally recognized English proficiency test with verification of the program sponsor

The items noted above must be completed and sent to the principal via certified mail by June 1. The principal will issue a written decision on or before June 10.

For second semester enrollment, the items noted above must be sent to the principal via certified mail by November 1. The principal will issue a written decision on or before November 10.

\* \* \* \* \*

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date