



# FNSBSD Process for Foreign Exchange Credit Approval for HS Credit/Alaska Performance Scholarship <sup>1</sup>

## Parent / Student Responsibilities

### Prior to exchange:

1. Student should contact sponsoring family and/or organization for information. (See pg 2)
2. Student should schedule appointment with school counselor to plan for exchange.

### During exchange:

1. Collect information for student course log. (See pg 3)
2. Compile supporting documentation (course descriptions, grading policies, syllabi, school calendar, etc).

### After exchange:

1. Meet with your counselor to submit paperwork, including transcript and exchange school contact name/email.

Counselor prepares packet for submission including FNSBSD Credit Recommendation for Foreign Exchange Coursework (pg 4), student course log (pg 3), and supporting documentation.

Counselor submits packet for approval to building administrator. Building administrator and Executive Director of Curriculum & Instruction review counselor recommendation and make decision to approve or deny credit.

Packet is returned to counselor. If credit is approved, the counselor is responsible for ensuring transcript is amended and records are put into cumulative file.

## School / District Process



## FNSBSD Guidelines for Student Foreign Exchange

The information below is to provide guidance to students planning on participating in a foreign exchange program. The goal of the district is to provide information that allows the student to return from exchange with the grades and credits needed for graduation.

### ***Before leaving on exchange:***

- Contact your sponsoring family and/or organization to find out about:
  - School calendar and length of the school year
  - Length of classes
  - Number of classes you will be taking and titles of classes if possible
  - Grading policies
- Make an appointment with your counselor to plan for your exchange. Be sure to:
  - Conduct a credit check. Will you have met all of the graduation requirements upon your return? Are there classes that you will need to take via correspondence?
  - Discuss the Alaska Performance Scholarship, GPA, and class standing.
  - Review the information you will need to bring back with you from exchange. (See below.)
  - Review the Student Course Log for Foreign Exchange.

### ***When you return from exchange:***

- Meet with your counselor to submit paperwork:
  - Student Course Log for Foreign Exchange
  - Transcript from the school you attended (official copy if possible)
  - Course titles and descriptions (Descriptions are required for courses to be considered for APS eligibility.)
  - Explanation of grading policies
  - A school calendar showing holidays
  - A contact name and phone / email
- Counselor will submit paperwork and recommendation for credit, including the Student Course Log for Foreign Exchange and supporting documentation.
- The decision to award credit will be made by the building principal in conjunction with the Executive Director of Curriculum and Instruction.

### **Information on Foreign Exchange Programs and the Alaska Performance Scholarship:**

*School districts shall determine the eligibility of credit-bearing courses taken in a foreign exchange program on a case-by-case basis. Districts should require evidence that the foreign exchange courses and the students' work reflect sufficient rigor to allow the courses to be used to meet the APS eligibility requirements. Districts must maintain the students' foreign exchange records and make them available to the Department of Education & Early Development upon request. Districts should advise students who are considering a foreign exchange about these requirements.*

Questions about specific situations should be addressed to the [Department of Education & Early Development's program coordinator](#).

[https://akadventure.alaska.gov/Grants\\_and\\_Scholarships/Alaska\\_Performance\\_Scholarship\\_Program\\_FAQs.aspx#SD](https://akadventure.alaska.gov/Grants_and_Scholarships/Alaska_Performance_Scholarship_Program_FAQs.aspx#SD)



**Student Course Log for Foreign Exchange Credit**  
 (upon return from Exchange, complete this form with your counselor)

**Student name:** \_\_\_\_\_ **Student #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dates of schooling:** \_\_\_\_\_ **Counselor:** \_\_\_\_\_

**List the CLASS TITLE below and then INDICATE THE TIME(S) EACH CLASS MET each day.**

Class Title & Dates	Mon	Tues	Wed	Thurs	Fri	Sat	Total hours/ week	Number of weeks class met	Total number of hours	Number of FNSBSD credits requested	Notes / Holidays
<i>Example Class 9-19-11 to 12-14-11</i>	<i>8-9 am</i>		<i>8-9 am</i>		<i>8-9 am</i>	<i>9-1 pm</i>	<i>7</i>	<i>13</i>	<i>91</i>	<i>.5</i>	<i>10-14 to 10-16 Holiday</i>

**Supporting documentation must be attached.**



Fairbanks North Star Borough School District

## FNSBSD Credit Recommendation for Foreign Exchange Coursework

**INSTRUCTIONS:** Students wishing to receive credit for coursework completed during Foreign Exchange must submit information to the school counselor. The school counselor should complete the form as follows:

- Attach a completed Student Course Log for Foreign Exchange Credit and supporting documentation.
- Submit this form (through your school counseling office) to the school principal. The principal and the Executive Director of Curriculum and Instruction will determine if credit is to be awarded.

<b>Date of Submission</b>
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<b>Student Name</b>	<b>Student ID#</b>	<b>Phone #</b>
<b>Current High School</b>	<b>Current class standing</b>  <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th	

Course Conversions		Total Credit(s)	Elective or Req?	APS eligibility sought?	Notes:	Principal Initials for approval
Exchange Class	FNSBSD Class					

**Recommendation:**

School Counselor: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVAL**

School Principal: \_\_\_\_\_

Date: \_\_\_\_\_

**YES NO**Executive Director of  
Curriculum & Instruction \_\_\_\_\_

Date: \_\_\_\_\_

**YES NO**