



Los Angeles Unified School District
Pupil Services
Foreign Students Admissions Office



December 2018

Dear J-1 International Student Placement Agencies and Community Partners:

Thank you for your interest in the Los Angeles Unified School District (LAUSD), the second largest public school system in the United States. We invite all interested agencies to apply for district approval prior to the placement of international students in any of our over 100 high schools. Agency applications must be submitted to the LAUSD Foreign Student Admissions Office (FSAO) on an annual basis. Registration must also be current with the State of California, Office of the Attorney General Registry of International Student Exchange Visitor Placement Organizations (ISEVPO).

Please submit the following information to the Foreign Student Admissions Office by email:

1. International Placement Agency Agreement
2. Your Agency Student Application – Blank Copy (**Not needed if agency was previously approved and application has not been changed.**)
3. Your Agency Brochure (**Not needed if agency was previously approved and application has not been changed.**)
4. Proof of 2018 Registration with ISEVPO - *More information may be found on the State of California website at <http://oag.ca.gov/exchangestudents>*

Upon receipt and review of the above documents, your agency will receive written notification as an approved placement agency for the 2019 calendar year. Please note that agency approval does not guarantee student placement within the LAUSD. Final acceptance will be based upon space and program availability at the requested school. Agencies which fail to abide by district or state policies and procedures may have their status revoked.

J-1 placement agencies are required to submit an annual application fee. The \$300.00 fee is an agency fee and is not applicable to students. There is no J-1 fee per student. As part of a recognized agency, the students will have the support and advocacy of a Pupil Services and Attendance Counselor (PSAC) if issues arise during their studies in the LAUSD. The PSAC is an LAUSD employee with a background in mental health.

The LAUSD Foreign Student Admission Office will begin accepting applications for the 2019-2020 school year after March 1, 2019. **The submission deadline for the fall semester is May 15th. Spring enrollment will remain open with a deadline of November 15th.** The review of applications submitted after the above mentioned dates is dependent upon processing time and space availability.

The school calendar for 2019-2020 is available online and can be downloaded at <https://achieve.lausd.net/domain/36>. **The first day of classes for the Fall 2019 semester will be Tuesday, August 20, 2019 and Monday, January 13, 2020 for the Spring 2020 semester.** As a reminder, please consider the school calendar when making flight arrangements and allow sufficient time for the completion and submission of school enrollment forms prior to actual attendance.

Our office is not fully staffed during the months of June, July, and August. Inquiries may be forwarded to our Central PSA Department. Their contact number is (213) 241-3844. We are unable to process new applications or make changes to a student's paperwork during this time period.

If you have any questions, we can continue to be reached at (213) 202-7547 or studyinLA@lausd.net. We look forward to working with your agency.

Warm Regards,

Norma Sturgis

Norma Sturgis, LCSW
Coordinator, Pupil Services
LAUSD Foreign Student Admissions Office



Los Angeles Unified School District
Pupil Services
Foreign Students Admissions Office



INTERNATIONAL PLACEMENT AGENCY AGREEMENT
2019 CALENDAR YEAR

As an authorized representative for _____

(Name of Agency)

I will ensure that our agency follows all policies and procedures pertaining to the admission and acceptance of international students to the Los Angeles Unified School District. In addition, I fully understand that if the student fails to abide by the laws and/or policies pertaining to student attendance and behavior, the student's status in the SEVIS system may be changed or terminated.

Our agency will comply with the following procedures:

- All requests and applications will be submitted to the Foreign Student Admissions Office (FSAO), not the individual school.
- International students will not attend any school in the LAUSD prior to receiving the official Authorization to Enroll by the FSAO.
- All paperwork and supporting documents will be provided to the FSAO in a timely manner.
- The FSAO will be notified immediately of changes in agency representatives/program coordinators.
- The FSAO will be notified immediately of any changes in host families after initial placement.
- The FSAO will be notified of student's intent to transfer to another program or end program early.
- The FSAO will be notified prior to a student's travel outside of the United States.
- The agency will submit an agency application on an annual basis.
- The agency will register annually with the California Attorney General's Registry of International Student Exchange Visitor Placement Organizations (ISEVPO).
- The agency will inform host families of the proper procedures for enrollment and withdrawal in the LAUSD.
- The agency will ensure that the student returns all books and materials prior to his/her withdrawal from the school.
- The agency will ensure that the student is properly supervised by an adult over the age of 18 when traveling, regardless of the student's age.

Failure to comply with the above mentioned conditions may impact your agency's future ability to place international students within the LAUSD.

Representative's Name _____

Name of Agency _____

Address _____

City/State/Zip _____

Phone _____ Fax _____ Email _____

Signature _____ Date _____

.....
Please submit this form with requested information to:

LAUSD Foreign Student Admissions Office

Email: studyinLA@lausd.net