

**ADMINISTRATIVE CIRCULAR NO. 9**  
Neighborhood Schools and Enrollment Options

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 16, 2019

**To:** Principals, Vice Principals, Counselors and Enrollment Staff

**Subject:** ENROLLMENT OF INTERNATIONAL AND NONIMMIGRANT STUDENTS

**Department and/or Persons Concerned:** Principals, Vice Principals, Registrars, School Site Office Managers, and Attendance/Enrollment Clerks

**Due Date:** Enrollment Periods

**Reference:** Education Code Section 48200  
Board Policy (BP) 5111, 6145.6 International Exchange Admission, and BP 5125 Student Records  
Administrative Regulation (AR) 5125 Student Records; 5111.2 Nonresident Foreign Students; 6145.6 International Exchange

**Action Requested:** Determine if student has already been issued a high school diploma from country of origin; determine if student is establishing residence; determine if a student is an approved international exchange participant

**Brief Explanation:**

California Education Code regarding compulsory education requires that all minors between the ages of 6 and 18 without a high school diploma be enrolled in school.

International students seeking enrollment who are not yet 18 and have not yet obtained a high school diploma, and have established residency in our district may be enrolled. School counseling staff should assess the student's transcripts to determine the most appropriate course of study to support the student to be diploma bound.

International students seeking enrollment who are 18 or older, and do not have a high school diploma should be referred to the Adult Education Department, or to the San Diego Community College District.

International students seeking enrollment who are not yet 18, and have obtained a high school diploma from the country of origin may not be enrolled. These individuals should be referred to the San Diego Community College District.

International students who are not establishing residency, and are visiting San Diego for a short period of time (less than 1 semester) are not entitled to enrollment. Short term international visitors

are not permitted to attend district schools. Likewise, short term international visits are not permitted.

International exchange students must be sponsored by a program in the Registry of International Student Exchange Visitor Placement Organizations, and must submit the request to the Neighborhood Schools and Enrollment Options Office following District application procedures. Applications must be submitted by May 1 for fall enrollment consideration, and by October 1 for spring enrollment consideration.

Please note, San Diego Unified is not certified as a Student and Exchange Visitor Program (SEVP), therefore, the District cannot issue Form I-20 to nonimmigrant students desiring to obtain F-1 visas. District policy holds that all students residing within the San Diego Unified School District attendance area can enroll in their school of residence.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.

Marceline Marques  
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Neighborhood Schools and Enrollment Options Office

APPROVED:



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Chief Business Officer

MM:eh

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