



Foreign Exchange Student Enrollment & Eligibility Guidelines

The Keller Independent School District's (KISD) foreign exchange program provides students from other countries the opportunity to learn about the history of the United States, the working of our government, and to become more fluent in both the written and spoken English language.

The following guidelines are provided to assist foreign exchange organizations, foreign exchange students, and host families in understanding the District's foreign exchange program:

I. Foreign Exchange Organizations

- a. Foreign exchange organizations shall meet the requirements and be listed ("Listing Status: Full") on the Council on Standards for International Educational Travel (CSIET) approved list of foreign exchange organizations for the school year in which placement is requested. The CSIET approved list may be found at www.csiet.org. KISD reserves the right to examine any program prior to commitment to participate.
- b. Foreign exchange organizations must be able to bring the student via a J-1 Exchange Visitor Visa, since State law prohibits KISD from issuing an I-20 form for a student to obtain an F-1 Visa.
- c. KISD has obtained a waiver from the Texas Education Agency (TEA) to limit the number of foreign exchange students to a maximum of five (5) foreign exchange students per high school per year. Foreign exchange students shall not be permitted to enroll in Keller Collegiate Academy.
- d. Placements will be made on a first come, first served basis. The foreign exchange organization representative will contact the KISD Director of District Counseling Services and CCMR after March 1 and prior to July 15 to inquire whether any openings are available at a particular high school, and if so, to begin the placement process (see KISD Foreign Exchange Student Placement Process).
- e. Waiting lists will not be maintained to hold a company's or student's request for enrollment. Only completed documentation will be accepted and only if the waiver limit has not been met.
- f. If a foreign exchange student is returned to his/her home country or is moved to another district during the school year, no new foreign exchange student will replace the withdrawn student.

II. Host Families

- a. Host families must be residents of the accepting high school's attendance zone.
- b. Host families must provide proof of residency in the form of a current (within last 30 days) electric bill, gas bill, water bill, or lease agreement.
- c. A KISD host family must be designated prior to acceptance into KISD. No more than one (1) foreign exchange student can be placed with any one host family. Students cannot change host families during the school year.
- d. Exchange students will not be accepted as transfers from other school districts.

III. Foreign Exchange Students

- a. The foreign exchange student must be between 16 and 18 years of age by September 1 of the school year in which he/she plans to attend a KISD high school.
- b. The foreign exchange student must have been enrolled in high school in his or her home country the semester preceding the exchange.
- c. No exchange student who has completed the equivalent of the 12th grade in his or her home country, has received a diploma or a certificate of graduation, or is considered eligible for college or university placement will be eligible to attend a KISD high school.
- d. KISD does not award diplomas or allow foreign exchange students to graduate from high school.
- e. Foreign exchange students will be classified at a level no higher than the 11th grade.
- f. Foreign exchange students will not be placed in the class ranking.
- g. Foreign exchange students are exempt from state mandated testing (End of Course exams). In addition, foreign exchange students will not be afforded the opportunity to take the PSAT, SAT, or ASVAB on the KISD Day of Testing in October.
- h. Foreign exchange students will take a full course load typical of any other KISD student. Their schedule will include English 3, United States history, one science course, one math course, and electives as deemed appropriate.
- i. Foreign exchange students shall not participate in work-based programs.
- j. Foreign exchange students wishing to participate in athletics, fine arts, and other activities/competitions governed by the University Interscholastic League (UIL) must submit to the UIL rules and regulations governing participation. Participation is not conveyed with high school placement. Coaches and sponsors of extracurricular activities will be responsible for checking and obtaining proper credentials for participation in each activity.
- k. Foreign exchange students are subject to KISD attendance and discipline regulations and policy and are expected to participate fully in their classes. Students must be in attendance at least 90 percent of days each course is offered to receive credit.

For further information, please contact:

Kristen Elam
Director of District Counseling Services & CCMR

Phone: 817-744-1147

Email: kristen.elam@kellerisd.net