



Foreign Exchange Student Placement Process

1. The foreign exchange organization representative shall contact the KISD Director of District Counseling Services & CCMR after March 1 and prior to July 15 to inquire about availability at a particular high school.
 - Placements will be made on a first come, first served basis.
 - Waiting lists will not be maintained to hold a request for enrollment.
 - Only completed documentation will be accepted and only if the waiver limit (five per high school per year) has not been met.
2. If an opening is available, the exchange organization representative shall deliver in person, mail, or email the application for enrollment (see KISD Acknowledgement of Foreign Exchange Student Guidelines & Application for Enrollment), including all required documents/records, to the KISD Director of District Counseling Services & CCMR.
 - Faxed application packets will not be considered.
 - Incomplete application packets will not be considered.
3. Once the required documentation has been received and verified, the application will be signed by the KISD Director of District Counseling Services & CCMR, thus approving the exchange student for enrollment. At this time, the foreign exchange organization's School Acceptance/Authorization to Enroll form will also be signed by the KISD Director of District Counseling Services & CCMR.
4. The exchange organization area representative and/or the host family will receive a copy of the approved application. This document should be taken to the high school campus when the student arrives in KISD and is ready to enroll at his/her approved KISD high school.
5. *The host family should contact the counseling center at the approved KISD high school before arriving on campus to enroll the exchange student. Campuses have different enrollment procedures, which may include scheduling an appointment.*

For further information, please contact:

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