KELLER ISD	Key Strategic Priority: 1
ADMINISTRATIVE REGULATION	Learning
High School – New Student Enrollment	EIF (R6)

High School New Student Enrollment Process

Refer to FD(LOCAL) for required enrollment and residency forms

Upon completion of required forms and the receipt of student records the High School Counseling Department completes a KISD Academic History form

EOC Scores Summary

1. The Academic History Form will be completed by the campus counselor for each new student upon receiving official academic records.
2. The campus testing coordinator shall update all necessary platforms with testing information as well as give all testing information to the campus data clerk for entry into the SIS
3. Three signatures including the campus counselor and the data clerk are required on the Academic History form for entry into the student management system.
4. The following codes will be used in the District for identifying exemptions from testing.

CODE	Exemption	Level
A	ARD	I
B	CBE (Credit by Exam)	II
C	ESL (Special Provision)	I
D	PEC (Previously Earned Credit)	II
E	Substitute Assessment	II
F	Individual Graduation Committee	I
H	COVID Exempt	I

5. The data clerk will enter all other new student information from the Academic History form into the student management system.