- Procedures: Upon enrollment of transfer students from private, parochial schools (including home schools), unaccredited public or international students, high school counselors will advise students and parents of the process to transfer credits to Keller ISD high schools

- Upon enrollment, the counselor will place the student in the appropriate grade level using a variety of resources. i.e., date of birth, enrollment sheets, and other records. Student shall bring academic records to be reviewed within 30 days of enrollment. If academic records are not provided from an accredited institution, the student will be reclassified into the appropriate grade level according to the amount of credits the student currently has.
- To be eligible to graduate, high school transfer students will have to pass a series of end of course exams in English, mathematics, science and social studies. A student's testing status will be determined by the testing coordinator at the campus the student attends.
    1. In addition to general academic records, the family must provide descriptions or syllabi of courses taken, ancillary materials, and/or work samples;
    2. The Campus counselor will provide copies of descriptions or syllabi to the Coordinator of Academic and Career Counseling in order to evaluate descriptions for alignment with TEKS;
    3. Coordinator of Academic and Career Counseling will indicate to assigned counselor which courses that align favorably with a TEKS-based state approved courses and should have credit transferred for that course and placed on the academic achievement record in the form of a P for Pass or F for Fail

International Students:

- If grade conversions are needed for international students, campus counselors will utilize the Foreign Credits Translation and Evaluation, at www.foreigncredits.com, exclusively;

Academic records that require translation will follow the appropriate Administrative Regulation for accessing translation services. Documents:
Home School Course Credit Request

KELLER ISD	Key Strategic Priority: 1
ADMINISTRATIVE REGULATION	Leadership
Student Transfers – High School Transfer Credit	FD(R3)

International Transcript Review