

## **Temporary Leave Procedures for ASFM Elementary Level Students as of November 1, 2017**

### **Overall Goal**

ASFM prides itself on the educational methodologies and practices that it uses with its students, therefore temporary leaves are not encouraged. It is our responsibility to ensure that each child is in a position to be successful at ASFM. For this reason, we wish to make informed decisions regarding any request to study at a different institution.

### **Definition of Temporary Leave**

ASFM's definition of planned temporary leave is an enrolled student being granted permission to study outside of Monterrey for up to one school year. Other leaves are reviewed on a case by case basis. A temporary leave is granted to a child if she or he meets the criteria set by the school. Temporary Leave is granted to a family of a child due to unique circumstances that are beyond his/her control.

### **Qualifications**

Before applying for a Temporary Leave please make sure the applying student has a minimum of **APPROACHING GRADE LEVEL EXPECTATIONS** for every subject. If the student does not cover this pre-requisite, please know that in order to study abroad, the student will need to withdraw from ASFM since he/she will not be granted Temporary Leave permission. In the unique circumstance that a child or member of a family requires medical treatment and does not meet the minimum standard, this will be reviewed on a case by case basis. If the family does choose to withdraw the student from the school, the parents can apply in the future.

### **Acceptable Reasons for Temporary Leave**

1. Medical Need: This is described as a family member requiring medical care and includes a departure from Monterrey for an extended period of time (3 or more months). Limit of one year. Unique exceptions can be petitioned.
2. Parent Academic Experience: This is described as a parent being required by their current employer to move abroad due to studies related to a professional career. Limit of one year.
3. Work Transfer: This is described as a family member being transferred, not in their control, from his or her current employer to another country or another part of Mexico. Limit of one year.

### **Non-Acceptable Reasons for Temporary Leave**

1. Student Academic Experience: This is described as a family choosing to go abroad or to another part of Mexico for 1 year to a different school.
2. New Job Acceptance: This is described as a family member accepting a new position in a different city or country out of choice.
3. Family Choice: This is described as a family wanting to leave ASFM for personal reasons, security reasons or reasons within their control.

### **Disqualification**

Temporary Leave permission will be revoked if the above criteria are not also maintained at the conclusion of the school year through the report card. If ASFM does not give official approval for a Temporary Leave or if the official approval is revoked, a student can still choose to enroll another school, but will be required to withdraw from ASFM. Readmission is the decision of the Admissions Department, the Director and the School Administrative Team.

### **ASFM Temporary Leave Notations**

1. Temporary Leave is granted for one complete school year. If a student wishes to return to ASFM during their Temporary Leave during the current school year, admission would depend on both available space and academic criteria.
2. Although the official ASFM transcript will not reflect grades received during Temporary Leave, the transcript of the school attended will be enclosed in applications to future schools. Grades will not be altered for any reason.
3. If your son or daughter decides to study in a foreign language, these marks will be recorded on that school's transcript.

4. When registering your son or daughter at his/her future school, please ensure that his/her school year runs from August and/or September to May and/or June. Please be aware that this is not the case in all countries. If this is not the case, be aware that students may be placed by age rather than grade level.
5. Please ensure that the grade level that the student applies to and studies during Temporary Leave is the same as the grade level he/she would have studied if at ASFM. For example, if a child completes Grade 3 in June and starts at a new school, he or she must officially be registered as a Grade 4 student for the new school year.
6. In the case of a Grade 5 student being approved for Temporary Leave for a full year in Grade 6, you need to contact the ASFM Secretary of Education Liaison Office to revalidate for following school year.
7. ASFM does understand that adolescent learning institutions can offer different experiences for our middle and high school students. Therefore, we are open to the experience that can be impactful to the older learners. We believe that the elementary experience at ASFM provides a solid foundation of learning and a holistic approach for students in grades 5 and younger.

### **Process Prior to Approval**

1. Contact the Admissions Office, in writing, to give formal notification of request. This should be completed at least 6 months prior to departure. If there is an emergency or unexpected change to family dynamics, this timeframe can be waived.
  - a. Designate your purpose for requesting a Temporary Leave.
  - b. Include all of the following:
    - i. Name of the accredited school
    - ii. Names of courses that are given in English (math, language arts, science and civics).  
Not all international schools are majority English immersion institutions.
    - iii. Names of the students impacted
    - iv. Dates for leave
2. Research and Acquisition of Application Forms: It is the responsibility of your family to carefully research appropriate schools and procure the required application forms directly from the school or program to which you are applying. We strongly suggest you consider the language of instruction used by the school your son/daughter will be attending. Please note that many schools will not be able to offer your child an academic program that matches the program offered at ASFM. Acceptable schools must be accredited and have 50% or more English environment.
3. Await school response. Each petition will be reviewed case by case. This could take up to two weeks depending on the timing of the request.
4. Upon approval, follow the next steps.

### **Process Following Approval**

1. Request an ASFM transcript. Go to the sectional administrative assistants for details.
2. Print the last page of this document, sign it, and return it to the Admissions Office. The Admissions Office then changes the status of the student(s) to automatically be listed as Temporary Leave status.
3. Review your family account with the cashier to learn the payment charges.
4. When returning to ASFM following a Temporary Leave, contact the Admissions Office to ensure their place in the appropriate grade level.
5. Bring the official school transcript and all official progress reports and/or report cards.

### **Tuition and Fees While on Temporary Leave**

To ensure that there will be a place in ASFM when the student returns after Temporary Leave, the student is required to complete the regular registration process and pay 30% of the full yearly tuition during the Temporary Leave period. Scholarship discounts will not be considered for students on Temporary Leave. If a family chooses not to pay the above mentioned tuition, up to two months late, the student will not be granted the status of Temporary Leave and will be withdrawn from ASFM.



## Temporary Leave Parental Agreement Form

I have read the document entitled “**Temporary Leave Procedures for ASFM Elementary Level Students**” and I understand all of my responsibilities and agree to the conditions.

Name of Students	Grade Level	Grade Level during Temporary Leave	Institution

Dates that your child(ren) might study abroad:

Starting Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Administrator: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

Date: \_\_\_\_\_