



## TEMPORARY LEAVE PROCEDURES FOR ASFM STUDENTS

**Before applying for Temporary Leave please make sure the applying student has an 80 grade average.** If the student does not meet 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.

Dear ASFM Parent,

We are happy to guide you and your son/daughter through the Temporary Leave Process. This letter will provide you with the procedures we have developed for this process at the **Middle and High School level**. If your child is in **Nursery - Grade 5**, please read statement #8 in the **d) Revalidation of Courses Process** section and contact the ASFM Registrar for more information on the process and requirements.

**Please note that there is a summary checklist (Appendix A) provided at the back of this packet to keep track of which part of the process your child is at.**

### 1) Permission Criteria

#### **Temporary Leave Permission Criteria Grades 7-9**

##### **Overall Goal:**

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 the request to study at a different institution.

##### **Process:**

The official approval for temporary leave will take place in January each year and it will be based on Semester 1 grades and the following minimum criteria:

- the student's Semester 1 Progress Report #3 (as seen in PowerSchool) is 80% or above (the student has had no first semester grades below 70%).

**NOTE:** Temporary Leave permission will be revoked if the above criteria are not also maintained at the conclusion of Semester 2 (June 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 in another school, but will be required to withdraw from ASFM.

#### **Temporary Leave Permission Criteria Grades 10-12**

##### **Overall Goal:**

It is our responsibility to ensure that each child is in a position to graduate from ASFM at the end of 12th grade.

For this reason, we wish to make informed decisions regarding the request to study at a different institution.

Process:

The official approval for temporary leave will take place in January each year and it will be based on Semester 1 grades and the following minimum criteria:

- the student's cumulative average for 10-12 (as seen in PowerSchool—cumulative information link) is 80% or above
- the student has had no first semester failures (before the extraordinary exams).

NOTE: Temporary Leave permission will be revoked if the above criteria are not also maintained at the conclusion of Semester 2 (June 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 in another school, but will be required to withdraw from ASFM.

***Please note the official approval for Temporary Leave will be sent via email (guardian's email in PowerSchool) from your child's counselor.***

**2) Initiate Process**

Review this packet carefully, which explains the process you must follow to ensure a smooth return to ASFM, including course selection and SE revalidation. Next, hand in **Temporary Leave Parental Agreement Form (Appendix B)** to Monica Martinez in the Counseling Office. You may wish to bring documents from Steps 4 and 5 (see below) at this time.

**3) 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.

**4) UPS Waybill Payment for Applications, Forms, or Special Documents**

Once you have researched the number of schools you wish to apply to, please fill out the **UPS Waybill Payment Form (Appendix C)** and make the appropriate payment with the cashier at the Elementary Campus. Once you have made the payment, please bring this stamped "PAGADO" form to the Counseling Office in the MSHS to pick up the UPS waybill(s). At this time, you should turn in the signed parental agreement form and the recommendation forms (see Step 5 below).

**5) Teacher/Counselor Recommendation Forms and Transcripts**

Bring all application and recommendation forms to Ms. Mónica Martínez. She will review the documents, stamp them with an ASFM logo, and start the process of requesting an official transcript and any other ASFM documents needed for application. The student will be responsible to ask his/her teachers to fill out all the required recommendation forms. **Please note that ASFM staff will not fill out any forms unless they have been stamped by Ms. Mónica Martínez. ONE WEEK LATER**, your child should report to the counseling office to make sure all documents have been received and are ready to be sent. If a recommendation letter or form is missing, it is your child's responsibility to talk to the appropriate teacher to make sure all forms are completed and handed into the Counseling Office. Please note that these documents are confidential, and most institutions expect to receive an officially sealed document during this process. We do not send confidential documents to other schools via fax.



**6) UPS Package Delivery**

The UPS package will be closed and sealed in front of the parent or the student. It is your responsibility to carefully fill out the waybill(s) for UPS package(s). **Please note that UPS DOES NOT deliver to P.O. Boxes** Make sure the institution you are applying to has a full address that they can deliver your child's package. Ms. Mónica Martínez will contact UPS for pick up.

**7) Official Temporary Leave Permission**

ASFM counselors will evaluate each case before sending an official email of Conditional Temporary Leave Approval or Denial to parents. This will happen starting in January and will be based on the Temporary Leave Permission Criteria. Please note we will review your child's records the week of June 6 and only notify home if there is a change in his/her Temporary Leave status.

**8) After your child has been accepted:**

**a) Meeting in May**

Temporary Leave applicants and their parents must attend an informational meeting in May. Counselors will send an invitation via PowerSchool email.

**b) Temporary Leave Form**

Before you leave ASFM, the Temporary Leave Form **MUST** be completed and handed in to Ms. Mónica Martínez with the appropriate signatures.

**c) Course Selection**

It is **EXTREMELY IMPORTANT** that you register your son/daughter in the classes that are **SIMILAR TO** what we offer in each grade level at ASFM. **This is what ASFM offers in each grade level:**

Grade 6

**Mathematics**, English, Science, Socials

Grade 7

**Pre-Algebra**, English, Science, Socials

Grade 8

**Algebra**, English, Science, Socials

Grade 9

**Geometry**, English, Science, Socials

Grade 10

**Algebra 2**, Physics, English, Computers (1 semester), Modern World History (2 semesters / 1 year), Language\*

Grade 11

**Pre-Calculus**, Chemistry, English, Socials, Language\*

**The appropriate math course (in bold) is vital.** Course descriptions for these courses can be found on the school website at [www.asfm.edu.mx](http://www.asfm.edu.mx) under *Curriculum by Grade*.

**\*Please note that students are studying a year of Spanish at ASFM. It is highly recommended to take a foreign language course (other than English or Spanish)**

#### d) Revalidation of Courses Process

##### Requisitos Secretaría de Educación:

1. Certificados y/o boletas de calificaciones de los estudios realizados en el extranjero desde 6° año.
2. Los documentos expedidos en un idioma diferente al español y al inglés, requerirán su traducción por perito autorizado.
3. En caso de haber realizado con anterioridad estudios en el país, deberán presentar los comprobantes de los mismos. Ej. Certificado de Primaria o Secundaria.
4. Certificado parcial legalizado del semestre o semestres cursados de preparatoria en ASFM o cualquier preparatoria mexicana. (Ver el N° 1 de requisitos adicionales).
5. Acta de nacimiento.
6. FM3 (Solamente extranjeros).
7. Los trámites de revalidaciones generan un costo. Todos los trámites y costos se realizan y se cubren directamente por el interesado en la oficina de Certificación de la Secretaría de Educación (SE).
8. Los alumnos que cursan preescolar y primaria en el extranjero, solamente necesitan revalidar el 6° grado al entrar a Secundaria.

Todos los documentos son en original y copia, excepto el FM3 en que se solicita copia.

Nota: **La SE puede cambiar condiciones sin previo aviso.**

**Secretaría de Educación del Estado de Nuevo León**  
Dir. de Acreditación, Certificación y Control Escolar  
Nueva Jersey 4038, Fracc. Lincoln, Monterrey, N.L.  
Tel. 2020-5000 Ext. 5295 ó 2020-5052

### Requisitos adicionales

1. Para los alumnos que ya comenzaron el bachillerato en ASFM, es necesario tramitar un Certificado parcial legalizado en la oficina de Ms. Sandra Salazar, en el colegio. El trámite tiene un costo de \$1,600.00 M.N. Éste es el documento que hay que entregar a la SE para revalidar. Esta cuota se liquida en la caja de ASFM.
2. Una vez recibida la Revalidación de la Secretaría de Educación, hay que entregarla, junto con el Certificado de Secundaria en la oficina de Liaison en ASFM Elementary Campus. Documentos originales, por favor.
3. Aún y cuando la SE otorgue una revalidación global, ASFM se reserva el derecho de solicitar que el alumno tome una materia que no haya cursado/acreditado en el extranjero, o repetir el año, en caso de haber reprobado dos o más materias, no haber asistido a una escuela que lleve el equivalente a cinco créditos, o no haber tomado las materias y el nivel indicado, para poder graduarse en esta institución.
4. Todos los trámites de Revalidación ASFM, que son diferentes a los de SE, tienen un costo final de \$4,300.00 pesos. Esta cuota se liquida en la caja de ASFM.
5. Por órdenes de la Secretaría de Educación, la fecha límite para tener todas las revalidaciones en nuestro poder es el 15 de octubre; después de esta fecha, **los alumnos serán bloqueados en PowerSchool y no podrán consultar sus calificaciones, ni tendrán acceso a su horario nuevo**, hasta que entregue todos sus documentos. Por lo que les suplicamos estar pendientes de estas fechas para evitar situaciones desagradables.

*Se les recuerda que para acreditar la preparatoria, el alumno deberá haber cursado como mínimo el 50% del bachillerato de tres años en nuestra institución.*

If you have any further questions regarding the revalidation of your child's courses, you may wish to contact Ms. Sandra Salazar, ASFM's Liaison. Please note that the family will be **entirely responsible** for this revalidation process. You can reach Ms. Sandra Salazar at Elementary campus at 5000-4441 or by emailing her at [sandra.salazar@asfm.edu.mx](mailto:sandra.salazar@asfm.edu.mx)

***Important: Failure to meet our requirements (as laid out in the course list above) may result in a student repeating a course or even an entire year. Failing 2 or more courses or not obtaining at least 5 credits, may result in the student having to repeat the year, or withdrawing from ASFM. Please take this into consideration when looking at other academic programs offered in other schools.***

***NOTE: ASFM does not recognize grades obtained from another academic institution for purposes of the academic scholarship or other types of academic awards***

### e) 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 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, that student will not be granted the status of Temporary Leave and will be withdrawn from ASFM.**

**Important Information – Please read carefully:**

- Temporary Leave is granted for one complete school year. If a student wishes to return to ASFM during their Temporary Leave school year, admission would depend on both available space and academic criteria.
- 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 Universities abroad. Grades will not be altered for any reason.
- If your son or daughter decides to study in a foreign language, these marks (however low) will be recorded on that school's transcript. You may want to consider this option very carefully if your son/daughter will require superior grades for college or university.
- When registering your son or daughter, please ensure that his/her school year runs from August/September to May/June. Please be aware that this is not the case in all countries.
- 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, students that are currently in Grade 10 or BACH 1 must officially study in Grade 11 while away
- Please know that if for any reason you only study for a semester (half year) away, you need to contact SE immediately to make sure you will be revalidated for that semester. There are some school systems that run on a "block schedule" where a student does not study all of their courses for the entire year. For these schools, a student may have difficulties revalidating with SE after studying away for only a semester.
- **Scholarships:** It is important that students and their parents are aware that any academic scholarship that was in place when the student left ASFM will not be granted for grades earned at another school. ASFM does not recognize grades obtained from another academic institution for purposes of the academic scholarship or other types of academic awards. Therefore, a student who chooses to take a temporary leave from ASFM to study in another institution forfeits their right to any academic scholarship for the first semester when they return to ASFM. After one semester in ASFM, the scholarship can be earned back.

All in all, we hope that this packet is useful in guiding you through the process of Temporary Leave. All of the steps included in this packet must be followed to assure Official Temporary Leave Status. Please don't hesitate to contact the Counseling Department if you have further questions.

MSSH Counseling Department  
American School Foundation of Monterrey  
Av. Ignacio Morones Prieto 1500, Col. San Isidro  
Santa Catarina N.L. 66190 México  
Phone: 011 52 (81) 82-88-4400



**APPENDIX A**

**TEMPORARY LEAVE CHECK LIST**

**DATE**

1	Fill out the “UPS Payment Form” and make the payment at Cashier in Elementary Campus (Bring “Parental Agreement Form” and “Recommendation Forms” with you)	
2	Deliver “Receipt of UPS payment”, “Parental Agreement Form” and “Recommendation Forms” to Monica Martinez at Counseling office (MSHS). “Recommendation Forms” will be stamped before the student delivers them to his/her teachers and/or counselors.	
3	One week after handing in the “Recommendation Forms” to teachers, check with Counseling Department to make sure all forms have been turned in and ready to be mailed by UPS.	
4	Set up a date with the Counseling Secretary to come and verify the package is ready to be sent. Bring the completed UPS waybill.	
5	Receive Temporary Leave Permission email from child’s counselor (January).	
6	Send email to the Counseling Department about acceptance from International School.	
**	Ask International School to match ASFM classes if you can before leaving on Temporary Leave.	
7	Attend Temporary Leave meeting.	
8	Print the “Temporary leave Notice Form” you will receive via email from Counseling Office.	
9	Collect signatures required on “Temporary leave Notice Form”.	
10	Return “Temporary leave Notice Form”	

**OFFICIALLY NOW ON TEMPORARY LEAVE**

**\*\*\*Ensure Spot at ASFM\*\*\***

1	Make required payments to ASFM month by month <b>or all at once at the beginning of the school year.</b>	
2	Double-check ASFM has the correct Phone No. and email of student, in order to contact the student while on Temporary Leave for course selection purposes.	

**RE-ADMISSION CHECK LIST**

1	If you are enrolled in the Dual Program program (currently in Grade 10 or Grade 11), at least six (6) months prior to returning to ASFM pay the “Certificado Parcial Legalizado”. This will be needed in the revalidation process in step 3 below.	
2	Send a scan of your transcript (subjects require a passing grade) from international school to Counseling department via email to monica.martinez@asfm.edu.mx at least 15 days prior to the start of your next semester at ASFM.	
3	<b>Revalidation process</b> > Go to Ms. Sandra Salazar Office at Elementary Campus, to start the process in August when the school starts. > Deliver to Ms. Sandra Salazar the revalidation document from the Secretaría de Educación (SE). <b>This process should be finished by October 15.</b>	

**The Temporary Leave process is finished when the revalidation process is done and the documents or revalidation are delivered and paid to ASFM.**



APPENDIX B

Please read through the following information carefully, sign this agreement, and return this form to Ms. Mónica Martínez at your earliest convenience. She will open a file with your child's name to begin collecting the required documentation for your child. We suggest you to bring the UPS payment and the recommendation forms at the moment you return this form.

**Please note that signing this agreement DOES NOT mean your child is officially on Temporary Leave. This form allows us to begin tracking your child as a candidate who might leave ASFM.**

**Temporary Leave Parental Agreement Form**

Name of Student: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

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

Planning to go on Temporary Leave for/during Grade: \_\_\_\_\_

Dates (school year) that your son/daughter might study abroad: \_\_\_\_\_

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

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





APPENDIX C

**SHIPPING PAYMENT FORM FOR STUDENTS' CONFIDENTIAL DOCUMENTATION**

STUDENT NAME: \_\_\_\_\_

ID#: \_\_\_\_\_

**PRICES ARE IN PESOS**

SHIPPING RATES	QTY.	PRICE	TOTAL
AMERICA & EUROPE		\$980	
ASIA & OCEANIA		\$1,200	
MEXICO (CONTACT COUNSELING OFFICE)		***	
<b>GRAND TOTAL:</b>			

**INSTRUCTIONS:**

1. Please fill out the form and pay at the Cashier in the Central Office from 8:30 AM -12:00 PM. Payments can be made with check to the order of AMERICAN SCHOOL FOUNDATION OF MONTERREY.
2. Turn in this form to the Counseling Secretary as proof of payment and make sure you bring the shipping address.

NO. OF ENVELOPES	AMERICA EUROPE	ASIA OCEANIA	PAID STAMP
1	\$980	\$1,200	
2	\$1,960	\$2,400	
3	\$2,940	\$3,600	
4	\$3,920	\$4,800	
5	\$4,900	\$6,000	
6	\$5,880	\$7,200	
7	\$6,860	\$8,400	

**You will be responsible to provide us the following shipping information: Contact Person/Office, Address (NOT a P.O. BOX address) and Phone Number at the moment you come to pay.**