Su carta intestata della scuola

**Dear Principal of partner school,**

We are writing to you as our school is participating on a intercultural exchange program in cooperation with INTERCULTURA/AFS Italy.

INTERCULTURA AFS Italy represents in Italy non-profit international organization and organizes intercultural learning programs providing placement in host families and high schools to develop the skills, attitudes, knowledge needed to contribute meaningfully in a culturally diverse and increasingly interdependent world.

In fact, a student from our school **(*student’s name*)** will be hosted in your school for a year / 6 months / 3 months / 2 months program

First of all we would like to thank you for accepting to host him/her in your school. We are sure that this will be a precious experience for him/her and we wish that his/her presence in your school will be a resourceful opportunity for his/her classmates and teachers to know more about Italy, our people and customs.

We would like to inform you that, according to our law, **(*student’s name*)** will receive credits for his/her studies in your country and that these will be recognized as long as we get detailed information of the courses that he/she will be taking and on the evaluation that he/she will be able to receive at the end of his/her stay in your school.

In order to start the cooperation between our two schools and to plan the student’s re-adjustment in our school at the end of his/her experience abroad, we are sending some information about our student and school (see “Student data” and “Description of the Italian school” enclosed).

We are kindly asking you to provide us with some information about your school system and the courses that he/she will follow while with you. Therefore please complete the forms entitled “*Description of partner school*” and “*Description of courses offered by the hosting school*” that **(*student’s name*)** ......................................... will be taking during his stay with you.

Do feel free to add any information you may think useful for us.

We are looking forward to hearing from you and we thank you in advance for your help.

Yours faithfully,

Italian Principal’s signature Stamp of the school Date

**STUDENT DATA**

***(to be completed by the Italian school)***

**Student name and family name**

**Place of birth**  (*Country, city*) **date of birth**

**Exchange program starting** (*DD/MM/YYYY)* **ending**

During the school year 201 …../201… the student attended a **grade**.

*(Please see enclosed copy of the latest transcript of grades)*

**Student general description** *(academic history, responsibilities in school, interests, strength, needs, etc*) :

**The student will receive credits for the school program developed abroad**

**Recommendation from our school** *(i.e. courses he/she should take if possible, work to be done while abroad, projects, contacts with Italian school, evaluation certificate, etc.)*

**Other comments** (special project, Intercultural education issues, exchanges, other ...)

***Signature Position* (**Principal/teacher**) *Date***

 *..….*

**DESCRIPTION OF THE ITALIAN SCHOOL**

*(to be completed by the Italian school)*

Italian school full name

Address

Zip Code Town Province

Area Code Telephone Fax

Web site

Principal’s name

Email Address

Contact teacher

Email Address

**Number of students enrolled** **Age Range**: from . to years of age

**School type:** 🞎 Academic /University preparatory 🞎 Vocational 🞎 Other (please specify)

**Focus of Curriculum:** 🞎 General 🞎 Humanities 🞎 Maths and sciences 🞎 Arts

 🞎 Technical 🞎 Other (Please specify)

**Foreign Languages** taught:

**Extra Curricula activities/courses**

**Funding**: 🞎 Government 🞎 Local/regional authorities 🞎 Private 🞎 Other

**Location**  🞎 Urban 🞎 City/suburban 🞎 Rural/small town

**School calendar**  **School time** (week/hours**)**

**Description of the area, school population, environment**:

**Description of the evaluation system:** 10-excellence; 8-9 very good; 7 good; 6 fair; 5 Not sufficient; 4-3 bad; 2-1 failed.

In case of hosting programs**, final evaluation** that the student will receive**:**

**🞏** Transcript of grades **🞏** evaluation certificate **🞏** diploma **🞏** other (please describe in details)

**Comments**  (special project, Intercultural education issues, exchanges, other ….)

 ***Signature Position* (**Principal/teacher**) *Date***

 *..….*

**DESCRIPTION OF THE HOSTING SCHOOL**

*(to be completed by the hosting school)*

School full name

Address

Zip Code TownProvince

Area CodeTelephone Fax

Country Web site

Principal’s name

Email Address

Contact teacher

Email Address

**Number of students enrolled** **Age Range**: from to years of age

**School type:** 🞎 Academic/University preparatory 🞎 Vocational 🞎 Other (please specify)

**Focus of Curriculum:** 🞎 General 🞎 Humanities 🞎 Maths and sciences 🞎 Arts

 🞎 Technical 🞎 Other (Please specify)

**Foreign Languages** **taught:**

**Extra Curricula activities/courses**

**Funding**: 🞎 Government 🞎 Local/regional authorities 🞎 Private 🞎 Other

**Location**  🞎 Urban 🞎 City/suburban 🞎 Rural/small town

**School calendar**  **School time** (week/hours**)**

**Description of the area, school population, environment**

**Description of the evaluation system:**

**Final evaluation that the student will receive:**

**🞏** Transcript of grades **🞏** evaluation certificate **🞏** diploma **🞏** other (please describe in details)

…….

**Comments**  (special project, Intercultural education issues, exchanges, other ...)

 ***Signature Position* (**Principal/teacher**) *Date***

 *..….*

**Description of courses offered by the hosting school to the student ………………………**

*(to be completed by the hosting school at the end of the school exchange)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Program of study** | **Hours per week** | **Grade / Evaluation** | **C(ompulsory) or E(lective)** |
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| --- |
| **Student general evaluation** *(interest, commitment, responsibilities, interests, strength, needs, etc*) :       |

|  |
| --- |
| **Description of the evaluation system:**  …. -excellence; …. very good; …. good; …. fair; …. not sufficient; …. bad; …. failed. |

 ***Signature Position* (**Principal/teacher**) *Date***

 *..….*