



ASOCIACION DEL COLEGIO MAYA DE GUATEMALA
THE AMERICAN INTERNATIONAL SCHOOL OF GUATEMALA
Accredited by AdvancED, the Southern Association of Colleges and Schools Council
on Accreditation and School Improvement (SACS CASI)

I. ADMISSION INFORMATION 2008-2009

Colegio Maya is a college preparatory school with a U.S. curriculum. It is our desire that all students succeed in this environment and we make every effort toward this end.

All students admitted to Colegio Maya must satisfy academic and conduct requirements. Records will be evaluated during the admission process. Students with a below average academic record and/or discipline problems may be admitted on a probationary basis upon the recommendation of the Director if there is a reason to believe existing services provided by Colegio Maya can bring the student up to the required level of performance within one semester.

Students who meet academic and conduct requirements, but whose English is insufficient, may be accepted and placed in an English for Speakers of Other Languages (ESOL) program on a space-available basis. In determining space availability, the Director will take into consideration the total number of students in the ESOL programs, the class size of ESOL classes, the class size of grade level classes, the mix of students, and the experience of the teachers involved, with the goal at all times that all students be supplied with a high quality education. Beginning ESOL students will not be admitted to 9th, 10th, 11th, or 12th grades.

- ◆ **Testing** may be required for placement purposes
- ◆ **Age Requirements:**
 - Pre Kinder** should be four (4) years of age on or before September 1, 2008.
 - Kindergarten** should be five (5) years of age on or before September 1, 2008.
 - 1st Grade** should be six (6) years of age by September 1, 2008.
- ◆ **Documents needed:**
 - Letter of good conduct or recommendation from previous school(s)
 - Confidential School Report, K-12
 - Report card(s) from previous school(s) documenting at least the most recent three years of academic record
 - Standardized test scores (if available)
 - Vaccination certificate (copy)
 - A recent complete physical examination (past three months)
 - Transcript(s) from previous school(s) (9-12)
 - Passport or birth certificate (copy)
 - One picture

The registration forms in this packet must be filled out completely before starting the admission process.

◆ **Admission Procedures**

1. See the Registrar for a registration package.
2. Turn in all materials and necessary documents to the Registrar.
3. Screening of academic records by the Admissions Committee and medical records by the school nurse.
4. Admission's interview.
5. Screening for fluency in written and oral English by the ESOL teacher (when necessary).
6. Academic and/or special needs screening conducted by the learning center specialist and/or counselor as needed.
7. The school may contact previous schools attended.
8. Admission's decision communicated to parents via phone and letters.
9. Parents arrange payment plan in Cashier's Office.

Please Note: At best, this process will take two to three days to complete; however it can take longer to gather all the information necessary to make an appropriate decision regarding admission and grade placement. Once school has started, one day of preparation time is needed between acceptance and the first day of attendance.

◆ **Student Placement: Philosophy and Procedures**

The proper placement of new and returning students into specific classes is important. Our goals in the process include:

1. Each child's maximum academic, social, and emotional development
2. Mainstream classroom settings that are heterogeneous in ability and reflect the cultural diversity of the Colegio Maya community
3. Positive teacher-student and student-teacher relationships

◆ **The following materials and services are included in membership fees at no additional cost:**

- Books and materials (not including notebooks, pencils and pens)
- Most field trip transportation
- Services of a nurse on duty from 7:30 a.m. to 3:30 p.m.
- Updated information on U.S. colleges and universities
- A commitment to providing students and staff with current technologies for the purpose of enhancing learning



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Confidential School Report

Name of applicant: _____ Applying for grade: _____

TO THE APPLICANT: Please print your name and grade on the line above and have this form completed by your Guidance Counselor or Principal.

TO THE REFERENT: The above-named student is an applicant for admission to Colegio Maya a private college-prep International American School. When this form is completed, please fax both sides to 502-2365-0116 or mail original to Section 0280, PO Box 02-5289, Doral, FL 33102-5289. Questions may be directed to us at info@cm.edu.gt. If it is sent through the parents, please send it in a sealed envelope. Your honest assessment of this student will allow Colegio Maya's Admissions Committee to make decisions that will be in his/her best interest.

Academic Development

Criteria	Outstanding	Good	Fair	Poor	No basis
Academic potential					
Academic performance					
Enthusiasm for learning					
Self discipline					
Intellectual curiosity					
Creativity/originality					

Character Development

Criteria	Outstanding	Good	Fair	Poor	No basis
Ability to lead					
Ability to cooperate					
Sense of humor					
Classroom Behavior					
Responsibility					
Peer relations					
Teacher/adult relations					
Concern for others					
Honesty/Integrity					
Independence					
Self-confidence					

1. How long and in what capacity have you known the applicant?

2. Which words or phrases come to your mind to describe the applicant?

3. What are the applicant's strengths?

4. In what areas does the applicant need improvement?

5. How would you describe the applicant's emotional maturity in relation to his/her age?

6. Has the applicant ever been referred for disciplinary matters? (If so, please give details.)

7. Parents are an integral part in the educational process. Which words best describe the parents in regard to their child?

8. Please provide any additional comments that will assist us in our admission decision.

Name: _____ Position/Title: _____

School: _____

School address: _____

Telephone: _____ Fax: _____

Signature: _____ Date: _____

Email address: _____

IV. Health Information/Release Form

Student's name: _____ Birth Date: _____

Grade: _____

Note: Parent/Guardian Consent and Agreement for Emergencies.

As parent/guardian, I give consent to have my child receive first aid by appropriate staff, and if necessary, be transported to receive emergency care at the medical facility of my choice as stated below. I understand that I will be responsible for all charges not covered by my insurance. I give consent for the emergency contact person listed to act on my behalf until I am available. I agree to review and update this information whenever a change occurs and at least once a year.

Date Parent/Guardian Signature Relationship to student

Student's Health Insurance Information

Name of Insurance Plan _____ ID# _____
Subscriber's name (on insurance card) _____

Transport Arrangement in an Emergency Situation

Ambulance Service _____
Student will be taken to: _____
(Parents/guardians are responsible for all emergency transportation charges)

Medical History

Allergies: _____ Diarrhea: _____ Rheumatic fever: _____
Amebic dysentery: _____ Emotional disorders: _____ Skin disorders: _____
Anemia: _____ Eye disorders: _____ Tuberculosis: _____
Bleeding disorders: _____ Measles: _____ Typhoid: _____
Mumps: _____ Other: _____ Chicken pox: _____
Pneumonia: _____

Remarks: _____

Has the student ever been hospitalized or had any broken bones? If yes, please explain: _____

Is the student presently taking any medication? If yes, please explain: _____

RELEASE: I hereby release Colegio Maya, the International American Education Foundation, Inc. and the employees/staff from any claim or liability whatsoever for the administration of medications to my child in accordance with the instructions which I have provided herein, and for the administration of first aid and the transportation of my child in the event of an emergency.

Signature

Relationship to student

Signature

Relationship to student

Please check the appropriate restrictive conditions, and list emergency actions that should be taken:
 Asthma [] Bronchitis [] Diabetes [] Over activity [] Heart problems [] Epilepsy-seizures []
 Sore throat [] Nose bleed [] Ear infections [] Abdominal pains [] Dizziness [] Skin Disorders []
 Eye disorders [] Kidney disorders [] Other []

Disabilities and Actions

* Recommended schedule
 Hepatitis B series of 3 immunizations: should be given to the previously immunized at either 11-12 years or 13-14 years.
 Haemophilus (HIB or HBIC) influenza type B Vaccine. Usually the series is given in combinations with DPT.

14-16 years	11-12 years	4-6 years	15-18 months	12-15 months	6-18 months	6 month	4 month	2 month	Birth	DPT	Polio	MMR	Hep A	Hep B	HIB	TD	T.B. Test

Daily Medication Indication

Dosage: _____

Immunization Records

Maya Health Card

Student Name: _____
 Sex: _____ Birth Date _____ Grade: _____
 Legal Guardian #1 Name: _____
 Telephone numbers Home: _____ Work: _____
 Legal Guardian #2 Name: _____
 Telephone numbers Home: _____ Work: _____

Doctor's Name: _____
 Telephone Number(s): _____
 Dentist's Name: _____
 Telephone Number(s): _____
 Blood Type: _____
 Emergency Contact: _____
 Telephone Number(s): _____

Are there chronic health conditions/diseases of disabilities, (physical or emotional) that may restrict student activity? If yes fill out the disabilities and actions sections.

List all Allergies:

Does the student require daily medication? _____ If yes, fill out the daily medication section above.

Drugs: _____

Do you authorize Colegio Maya to administer to your child if necessary: Tylenol, Ibuprofen, Antacid, Pepto Bismol, Tabcin Cold Medicine, Benadryl, Eye Drops.

Food: _____

All: _____ None: _____

Animal/Insect: _____

Environment: _____

Any restrictions you would like to impose:

Other: _____

STANDARD PHYSICAL EXAMINATION

Student's Name: _____
(Last) (First) (Middle)

Date of Birth: _____ Sex: _____ Nationality: _____ Grade: _____
m/d/y

Height _____	Blood pressure _____	Pulse rate _____
Weight _____	Temperature _____	Respiration _____
Nervous system _____	Bone/Joint Problems _____	Lungs asthma _____
Muscle tone _____	Ears/hearing test _____	Abdomen _____
Seizures _____	Nose _____	Extremities _____
Blood Disorders _____	Mouth/speech problems _____	Spine _____
Skin _____	Throat _____	Eyes/vision _____
Thyroid _____	Lymph glands _____	Heart problems _____
Diabetes _____		
Vision: R _____ L _____	Glasses: R _____ L _____	

Laboratory results:

Urine _____ CBC: _____ Stool: _____

Chest x-ray (if needed): _____

History of surgery: _____

All vaccinations completed: Yes [] No []

Any history of dizziness faintness or difficulty breathing during exercise: _____

On the basis of the examination on this day, I approve this child's participation In:

Physical Education Yes [] No [] Athletic Sports Yes [] No []

If no please explain why. Modified: _____

Physician's name (please print): _____

Physician's signature: _____

Address: _____

Telephone: _____ Date of examination: _____

License number _____

Other: _____

Physician's seal

STUDENT PICTURES ON WEBSITE
PARENTAL PERMISSION FORM

The tradition at Colegio Maya is to promote school and student success by posting information on the Colegio Maya Website. However, we have also become aware of the fact that some parents would prefer to not have their child's picture posted on the Colegio Maya Website. Therefore, in the interest of honoring these parents' wishes, we will begin requiring that this Parental Permission Form be on file before a student's picture is posted to the Colegio Maya Website. Please sign and return the section below that best expresses your wishes.

STUDENT NAME (S) _____

I hereby give my permission for Colegio Maya to post my son's/daughter's picture on the school Web page.

Parent Name

Parent Signature

STUDENT NAME _____

I would prefer that Colegio Maya **not** post my son's/daughter's picture on the school. However, if they are in a group picture and no names are used, I will allow the picture to be used.

Parent Name

Parent Signature

STUDENT NAME _____

I would prefer that Colegio Maya **never** post my son's/daughter's picture on the school Web page regardless of circumstances.

Parent Name

Parent Signature