

When You Leave Colegio Maya

Dear Family,

First and foremost, please know that we have valued having you as a part of Colegio Maya family and wish you the very best in your new school. In order to make your check-out as smooth as possible, please note the following:

Parents need to:

- send a letter or an email from you informing the Director that you are leaving and when the last day of attendance by your son or daughter at Maya will be.
- schedule an exit interview with your child's principal.
- leave your forwarding address with the school secretary.
- check with the Cashier's Office to make sure your account with the school is clear.

Note: Once accounts are cleared your child's paperwork can be released at the end of the checkout process.

When we have official word that you are leaving, the secretary of the appropriate principal office will prepare the materials packet for you to take with you to the new school. If you leave at the end of the first semester or at the end of the year before the grades are ready, we will need to send the final report card to the address you specify. Otherwise you can take all of the records with you to present to the admission's person in your new school.

For those families enrolled in the Guatemala educational system, you need to contact our receptionist to confirm the date this paperwork is to be ready.

Elementary Students:

- The elementary secretary will help elementary students with this form.

Secondary Students:

- You need to get a check-out form from the secretary and make sure all of the books and other materials you have that belong to Colegio Maya have been returned to your teacher(s) and that you have their signatures on the form.
- You must then turn the form into the principal's office.

We assure you that we will do everything possible to make your transition to another school as smooth as possible. Attached to this letter you will find some helpful tips about moving.

Sincerely,

The Colegio Maya Administration