

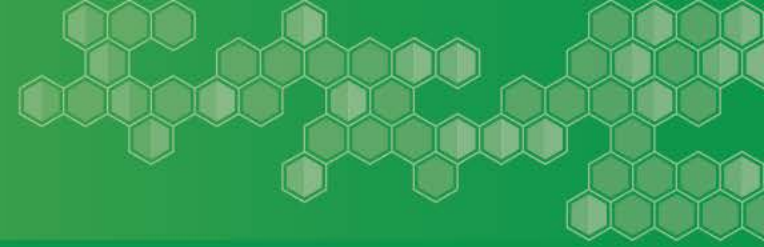


COLORADO
Department of Education

Binational School Transfer Document Training

Migrant Education Program

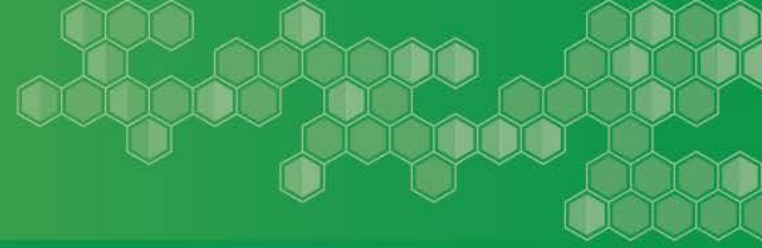
Outcomes



- **Compare** and **contrast** the U. S. and Mexico school systems
- **Understand** Binational Migrant Initiative
- **Understand** the U. S. and Mexican grading policies



Binational Initiative



The Binational Initiative is one of many components of the Migrant Education Program and focuses on providing services in the areas of textbook donation, transfer document and the teacher exchange program.



The Binational Migrant Initiative



- Created in 1976 as a collaborative effort between educators in Mexico and the U.S.
- Programs within the Binational Program provide services to migrant students who travel between the two countries.
- 27 states in the US participate in the binational program, including Colorado.



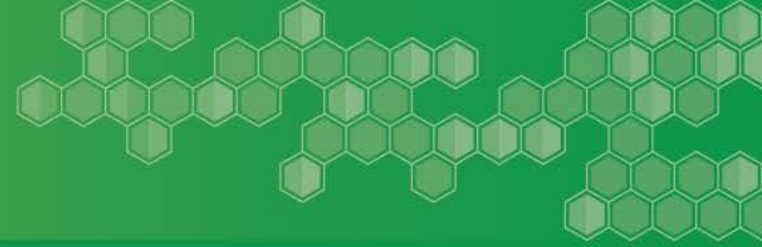
Components of the Binational Migrant Initiative

There are four components of the BMEI:

- Transfer Document
- Binational Teacher Exchange
- Dissemination of Information
- Textbook Donation



Definition of a binational student



- A binational student is a migrant student who moves between Mexico and the United States with his/her parents or as an emancipated youth at least once in the last 36 months.
- The definition in Mexico is the same except that they do not have to be migrant.

Transfer Document Elementary (1-6) Secondary (7-9)

The Transfer Document ensures the continuity of schooling for students who travel between Mexico and the United States.

The document validates student's grades upon arriving to Mexico or the U.S. allowing for proper placement of the student.



U.S. Programs

The transfer document is accepted and utilized by Mexico and the United States in order to appropriately enroll and place students in their respective grade and in a timely manner.

The transfer document contains the name of the child, the last school attended, coursework and grades received, as well as other pertinent information.

Mexico utilizes a numbering system as opposed to the U.S. which uses a letter system:

A+ = 10

C = 7

A = 9


D = 6

B = 8



F = 5

Transfer Document Elementary School 1-6th Grade

**DOCUMENTO DE TRANSFERENCIA
DEL ESTUDIANTE MIGRANTE BINACIONAL
MÉXICO • EUA
PRIMARIA
1° a 6° GRADO**



**TRANSFER DOCUMENT
FOR BINATIONAL MIGRANT STUDENT
USA • MEXICO
ELEMENTARY
1-6**




ESTE DOCUMENTO DE TRANSFERENCIA ES VÁLIDO EN LOS ESTADOS UNIDOS MEXICANOS Y NO REQUIERE TRÁMITES ADICIONALES DE LEGALIZACIÓN.
THIS TRANSFER DOCUMENT IS VALID AND DOES NOT REQUIRE ANY ADDITIONAL LEGALIZATION.

BA19083





Transfer Document Secondary School 7th, 8th & 9th Grades

**DOCUMENTO DE TRANSFERENCIA
DEL ESTUDIANTE MIGRANTE BINACIONAL
MÉXICO • EUA
SECUNDARIA
1º a 3º GRADO**



**TRANSFER DOCUMENT
FOR BINATIONAL MIGRANT STUDENT
USA • MEXICO
JUNIOR HIGH
7th, 8th, 9th**



ESTE DOCUMENTO DE TRANSFERENCIA ES VÁLIDO EN LOS ESTADOS UNIDOS MEXICANOS Y NO REQUIERE TRÁMITES ADICIONALES DE LEGALIZACIÓN
THIS TRANSFER DOCUMENT IS VALID AND DOES NOT REQUIRE ANY ADDITIONAL LEGALIZATION

BC04083



Filling Instructions



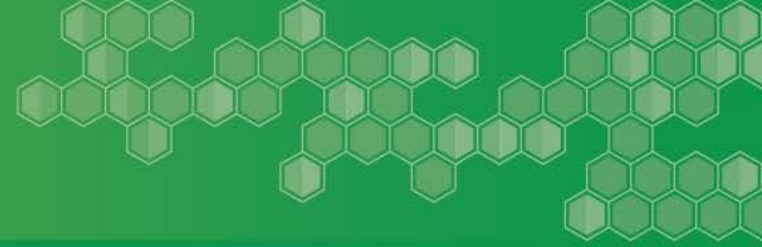
- (1) The grade in which the pupil is registered.
- (2) The school year, according to the following sample: 2002-2003.
- (3) Two digits for the day and month, and four digits for the reporting year at the moment of transferring.
- (4) The official name of the school.
- (5) The address of the school.
- (6) The complete pupil's name. It should be copied from the birth certificate or equivalent legal document following this order: First name, second name, last name and second last name.

Filling Instructions cont.



- (7) Clave Única de Registro de Población (CURP), if it's known.
- (8) Pupil's date of birth. Two digits for day, month and year.
- (9) Gender of the pupil (male or female).
- (10) Complete name of the pupil's father or guardian, in this order: last-middle-first.

Filling Instructions cont.



(11) Complete name of the pupil's mother or guardian, in this order: last-middle-first.

(12) Name and telephone number of the person who can give information about health or special education requirements of the pupil. Check mark the appropriate box.

(13) The complete name and signature of the person responsible of issuing the transfer document at the moment of handing it to parents.



Elementary School Transfer Document

INFORMACIÓN ACADÉMICA/ACADEMIC INFORMATION								
1 GRADO GRADE			2 PERIODO ESCOLAR SCHOOL YEAR					
3 PERIODO QUE REPORTA REPORTING PERIOD		DEL FROM	DÍA DAY	MES MONTH	AÑO YEAR	AL DIA TO DAY	MES MONTH	AÑO YEAR
4 5 NOMBRE DE LA ESCUELA NAME OF SCHOOL								
DOMICILIO ADDRESS				CIUDAD CITY			MUNICIPIO COUNTY	
ESTADO STATE			ZONA ESCOLAR DISTRICT			CÓDIGO POSTAL ZIP CODE		

INFORMACIÓN DEL ESTUDIANTE/STUDENT INFORMATION	
6 NOMBRE COMPLETO DEL ESTUDIANTE COMO SE UTILIZA EN MÉXICO PUPIL'S NAME AS USED IN MEXICO	
7 CLAVE ÚNICA DE REGISTRO DE POBLACIÓN ICURP	
8 FECHA DE NACIMIENTO (DÍA-MES-AÑO) DATE OF BIRTH (DAY-MONTH-YEAR)	9 SEXO SEX
10 11 NOMBRE DEL PADRE O TUTOR (APELLIDO-NOMBRE) FATHER'S NAME/GUARDIAN (LAST-MIDDLE-FIRST)	
NOMBRE DE LA MADRE O TUTORA (APELLIDO-NOMBRE) MOTHER'S NAME/GUARDIAN (LAST-MIDDLE-FIRST)	

PARA OBTENER INFORMACIÓN ADICIONAL DE EDUCACIÓN ESPECIAL O DE SALUD DEL ESTUDIANTE FAVOR DE COMUNICARSE CON: FOR ADDITIONAL INFORMATION ON PUPIL'S SPECIAL EDUCATION OR HEALTH NEEDS CONTACT:		
13 NOMBRE/NOME	TELÉFONO/TELEPHONE	12 INFORMACIÓN ADICIONAL/ADDITIONAL INFORMATION
		<input type="checkbox"/> SALUD HEALTH <input type="checkbox"/> EDUCACIÓN ESPECIAL SPECIAL EDUCATION

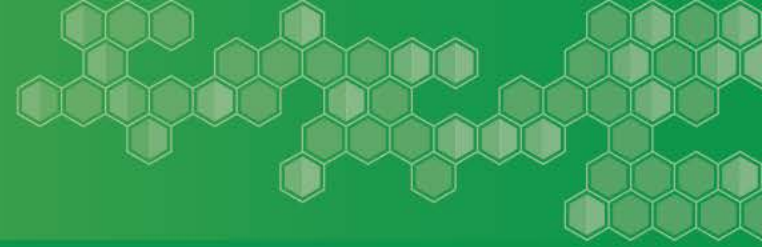
VALIDACIÓN/VALIDATION
NOMBRE Y FIRMA DEL PROFESOR O DIRECTOR TEACHER'S OR PRINCIPAL'S NAME AND SIGNATURE

SE RECOMIENDA SE TOMA EN CUENTA LA OPINIÓN DEL TUTOR O PADRES DE FAMILIA Y LA DE LAS AUTORIDADES DE LA ESCUELA PARA DETERMINAR SI EL ALUMNO REQUIERE ATENCIÓN ESPECIAL.

IT IS RECOMMENDED TO CONSIDER GUARDIAN OR PARENTS AND SCHOOL STAFF OPINION IN ORDER TO DECIDE IF THE PUPIL NEEDS SPECIAL ATTENTION.



Back of form:



(14) The average of the reported period according to the Grade Scale in the transfer document. A, B, C, D, F

(15) Observations about the pupil's learning. (GEORGINA SHOWS A NATURAL ABILITY TO LANGUAGE STUDY)

(16) The teacher's suggestions to the teacher who receives the pupil and to his/her parents in order to improve his/her learning. (GEORGINA NEEDS TO IMPROVE THE ABILITY TO STUDY LANGUAGE)



Transfer Document Back side

ASIGNATURAS SUBJECTS	PROMEDIO DEL PERIODO QUE REPORTA PARTIAL GRADE OF AVERAGE	OBSERVACIONES OBSERVATIONS	SUGERENCIAS SUGGESTIONS
ESPAÑOL SPANISH	14	15	16
INGLÉS ENGLISH			
MATEMÁTICAS MATHEMATICS			
HISTORIA HISTORY			
GEOGRAFÍA GEOGRAPHY			
EDUCACIÓN CÍVICA CIVICS			
CIENCIAS NATURALES NATURAL SCIENCES			
EDUCACIÓN FÍSICA PHYSICAL EDUCATION			
EDUCACIÓN ARTÍSTICA ARTISTIC EDUCATION			

ESCALA DE CALIFICACIONES GRADING SCALE	
NOTACIÓN NOTATION	INTERPRETACIÓN INTERPRETATION
0-9.9	F. DID NOT PASS
5	D. NOT SATISFACTORY
7	C. AVERAGE
8	B. GOOD
9	A. VERY GOOD
10	A+. EXCELLENT

AL TRANSITAR
A LOS ESTADOS
UNIDOS DE AMÉRICA
SE RECOMIENDA
ACOMPANAR AL PRESENTE
DOCUMENTO CON LA
CARTILLA NACIONAL DE
VACUNACIÓN

WHEN TRAVELING
THROUGH THE USA IT IS
RECOMMENDED TO BRING
THE NATIONAL
VACCINATION CARD

INFORMACIÓN SOBRE EL PROGRAMA BINACIONAL DE EDUCACIÓN MIGRANTE
INFORMATION ABOUT THE BINATIONAL PROGRAM FOR MIGRANT STUDENT

EN MÉXICO: EN EL ÁREA DE ADMINISTRACIÓN ESCOLAR DE LA SECRETARÍA DE EDUCACIÓN U ORGANISMO PÚBLICO DESCENTRALIZADO UBICADA EN LA CAPITAL DE CADA ESTADO.
EN EL DISTRITO FEDERAL EN LA DIRECCIÓN GENERAL DE ACREDITACIÓN, INCORPORACIÓN Y REVALUACIÓN (DIAIR), DINAMARCA No. 34, 8º PISO, COL. JUÁREZ, C.P. 06600, DLGEO. CUAHTEMOC, TEL. 52 51 36-74, FAX. 52 51 36-75.
EN LA LÍNEA GRATUITA DE ATENCIÓN TELEFÓNICA EXCLUSIVA PARA CONSULTAS RELACIONADAS CON EL DOCUMENTO DE TRANSFERENCIA, 01 800 214 42 61.

IN MEXICO: IN THE SCHOOL ADMINISTRATION IN THE STATES CAPITAL CITIES.

EL DOCUMENTO DE TRANSFERENCIA DEL ESTUDIANTE MIGRANTE BINACIONAL MÉXICO-USA ES EQUIVARIABLE A LA BOLETA DE EVALUACIÓN DEL SISTEMA EDUCATIVO NACIONAL, POR LO TANTO NO SE REQUIERE LA RESOLUCIÓN DE REVALIDACIÓN DE ESTUDIOS PARA TRÁMITE ALGUNO.
SINCE THE TRANSFER DOCUMENT IS EQUIVALENT TO A "BOLETA DE EVALUACIÓN" IT DOES NOT NEED A "RESOLUCIÓN DE REVALIDACIÓN DE ESTUDIOS" NOR ANY ADDITIONAL REQUIREMENTS.

ESTE DOCUMENTO DE TRANSFERENCIA NO ES VÁLIDO SI PRESENTA BORRADURAS O ENMIENDAS
THIS DOCUMENT IS NOT VALID IF IT HAS BEEN ALTERED

FOLIO E 060382



General Procedures for School Transfer Document

- The signature of the person responsible for issuing the document must be in black and his/her title omitted.
- If any mistake is made shred the Transfer Document and fill out a new one.
- Spaces not filled should be crossed out with a line.
- The numbers included in the sample corresponds to the sequence that must be followed by the person responsible for issuing the document.



General Procedures for Elementary School Transfer Document



- Use only capital letters and Arabic numbers.
- The Transfer Document is not valid if it has been altered in any way.
- The signature of the person responsible for issuing the document must be in black and his/her title omitted.



**Mexico & US
Educational System**

	Mexico	U.S.	
	Preescolar/jardín de niños	Pre-school	
Primaria	Primer grado de primaria	1 st grade	Elementary school
	Segundo grado de primaria	2 nd grade	
	Tercer grado de primaria	3 ^d grade	
	Cuarto grado de primaria	4 th grade	
	Quinto grado de primaria	5 th grade	
	Sexto grado de primaria	6 th grade	
Secundaria	Primer grado de secundaria	7 th grade	Middle School
	Segundo grado de secundaria	8 th grade	
	Tercer grado de secundaria	9 th grade	
Preparatoria/ Bachillerato	Primer y segundo semestres de preparatoria (Bachillerato)	10 th grade	High school
	Tercer y cuarto semestres de preparatoria (Bachillerato)	11 th grade	
	Quinto y sexto semestres de Preparatoria (Bachillerato)	12 th grade	

Grading Scale



Mexico	U.S.	
0-5.9	F did not pass	No promovido
6	D not satisfactory	Promovido (promoted)
7	C Average	
8	B Good	
9	A very good	
10	A+ Excellent	

Grading System



- Report cards are issued 5 times in the school year.
- Partial grades range from 5-10 in whole numbers
- Final grade in each subject is the average of the 5 partial grades reported as whole number and a decimal.
- 6.0 is passing.
- To convert to U.S. system move the decimal (ex.: 8.0 is 80)
- Must have 80% attendance to be promoted.



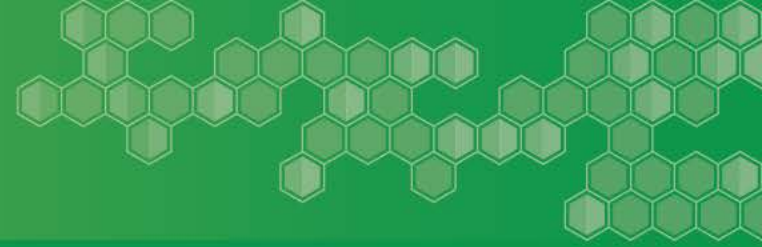
REQUEST FOR SCHOOL TRANSCRIPTS



SOLICITUD DE CUADRO DE CALIFICACIONES

http://www.cde.state.co.us/cde_english/requestforbinationaltranscripts

Request for School Transcripts



- When a student from Mexico arrives in the U. S. without school record (boleta), the student or family can be provided with the “Request for School Transcripts Document” form to complete.
- This document should be send to our office by the school. utilizing the Syncplicity secure system, once it is received, it mailed to the PROBEM (Mexican binational representative) Coordinator in the appropriate state in Mexico.



REQUEST FOR SCHOOL TRANSCRIPTS FORM
SOLICITUD DE CUADRO DE CALIFICACIONES



Dear School Principal:
We are requesting the transcripts of grades for the following student who was enrolled in your school during the school year _____. This will ensure the continuity of instruction for the student.

Estimado Director

Por este conducto y para asegurar la continuidad de estudios de los alumnos que emigran de las escuelas mexicanas al estado de Colorado USA, solicitamos de la manera mas atenta su intervención ante quien corresponda para obtener las calificaciones de un alumno que estudió en su escuela en el ciclo escolar _____.

I. Student's Information/Información del Estudiante

Mexican Student Identifies/CURP #

Name of the Student/Nombre del Estudiante

Last Name/Apellido Paterno

First Name/Nombre

Middle Name/Segundo Nombre

II. Date of Birth/Fecha de Nacimiento

Month/Mes Day/Día Year/Año

III. Sex/Sexo:

Male/Masculino

Female/Femenino

IV. Parent or Guardian Information/Información de los Padres o Guardianes

Father's Name/Nombre del Padre

Mother's Name/Nombre de la Madre

V. Name of the Schools (identify as elementary, middle or high school)
Nombre de las Escuelas (identifique como primaria, secundaria o preparatoria)

Name of the School(s)/Nombre de la(s) Escuela(s):

School Address/Domicilio de la Escuela:

City, State/Ciudad, Estado:

VI. Grades Level Requested & Year the Student was Enrolled
Nivel de Calificaciones Solicitadas y Año que Cursó

VII. Current Grade Level (USA)/Nivel Que Está Cursando (USA)

Elementary/Primaria

Middle School/Secundaria

High School/Preparatoria

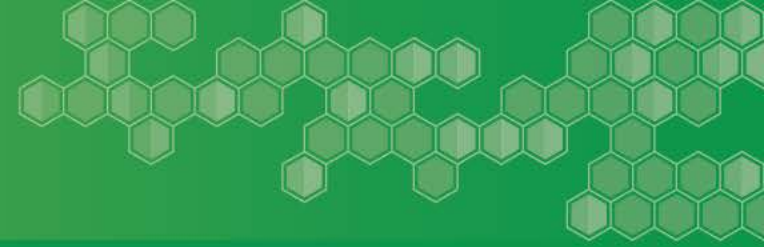
Thank you for your cooperation/**Muchas gracias por su cooperación**
Colorado Migrant Education Program 1560 Broadway, Suite 1100, Denver, CO 80202
Phone (303) 866-6490

Request for School Transcripts



- Usually it takes from one to six weeks to receive a response on a transfer document. Many of the students that arrive from Mexico are from very rural areas.
- The PROBEM Coordinator must contact the school and ask the Director (Principal) to search through their documentation for the student's records and then submit this information to the PROBEM Coordinator who resides in the capital of the corresponding State.





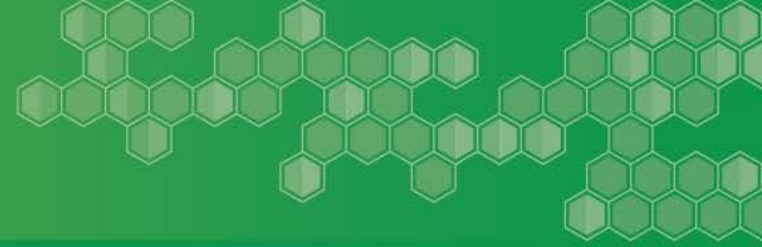
Starting June 16, 2015

- Apostille requirement was removed from international school transcripts to facilitate access to schools for returning Mexican students

Questions



Contact Information



Tomás Mejía

Director

Colorado Migrant Program

(303) 866-6592

mejia_t@cde.state.co.us

Laura Leyva

Binational Coordinator

(303) 866-6490 o (303) 549-6018 celular

Leyva_l@cde.state.co.us

