

4° anno all'estero
Scambi non mediati da enti terzi
Facsimile lettera per la scuola estera ospitante
(da completare a cura del tutor/docente di lingua e a firma dirigente)

To the school principal Mr/Msõ .

To the coordinator of student exchanges Mr/Msõ ..

(indirizzo istituto)

Pergine, (data)

Dear Mr/Msõ õ

Since our student _____ is currently attending the academic year in your school, I am contacting you with some information and requests regarding this exchange *year/term/period*.

Our exchange coordinator would like to keep in touch with the counselor/tutor for foreign students at your school. Mails can be exchanged at the following email address õ õ õ õ õ @.....

At the end of the exchange period, we will need to assess _____ s curriculum and achievements.

Before the Christmas break we will need a report of courses attended by our student. Please also send us the list of courses *s/he* will be attending before the end of the academic year.

By the end of the academic year we will need an official statement to certify that our student has successfully achieved a history of regular attendance throughout the year, and a copy of the school report.

(se si decide di spedire il modulo per chiedere i voti in decimi) You are kindly asked to fill in the form enclosed with an evaluation of the courses attended. Please also express a global evaluation on interpersonal skills (progress made, communication skills, motivation, class participation, etc.)

I am sure our student will have a wonderful and life-changing experience in your school. Please report any problem experienced with our student or contact me for any query you may have.

Thank you in advance for your assistance and help,

The school principal

Mr/Msõ õ õ õ õ õ õ õ õ õ õ