REQUEST FOR EXITING THE I.S. PROGRAM

A copy of all parts of this document will be placed in the student’s cumulative folder.

Any MLHS International Studies student attempting to exit the I. S. Program is required to complete the process as outlined below. Neither the International Studies Program Coordinators nor the Counseling Department will meet with a student until this process is complete.

1. Student Name: _______________________________________________________________________________________
2. Student Number: _____________________
3. Circle your destination. Where are you going after you leave International Studies Program?
   a. Going to a different school: What school? __________________________________________________________
      Reason for going to a different school: _____________________________________________________________
   b. Transferring to another program at Mira Loma High School?
      • Passport
      • MYP
      • IB

   If you are changing schools or are moving to any of the above programs, obtain a copy of your SJUSD Exit form or your acceptance letter to the above program and you have completed the process. If not, continue the process below:

4. Required Paperwork: Check them off as you complete them. ✓
   a. Get a current copy of your attendance report from the Attendance Office. _______
   b. Obtain a current copy of any book or other fines owed to Mira Loma High School from the Business Office. _______
   c. Complete the attached Grade Check Form complete with signatures and comments from all teachers. _______
   d. Student is required to answer all questions on the attached Student Exit Questionnaire. _______
   e. Parent/guardian is required to answer all questions on the attached Parent/guardian Questionnaire. _______
   f. Copies of applications to the above programs. _______

If the parent/guardian and the student are in agreement that they are truly ready to exit the International Studies Program these are the next steps:

1. The parent/guardian makes a copy of all of the above documents.
2. The parent/guardian takes one copy of the above documents to the counseling office secretary.
3. The parent/guardian makes an appointment with the appointed International Studies Counselor for a parent/guardian, student, counselor, and all-teacher conference.
4. At the conference, the parent/guardian and student will hear comments from teachers about whether they think you should to exit the International Studies Program.
5. Then, the parent/guardian and the student will have the opportunity to convince everyone that you are ready to exit and why.
6. Parent/guardian and the student are required to bring all of the appropriate paperwork to the conference so that they can give your reasons.
7. The student’s parent/guardian, counselor, and an administrator will then decide whether they will leave or stay in the I.S. Program.
8. If the decision for I.S. Program removal is the final decision and is done so within the first 15 days of the Fall Semester, the student will be removed. If not removal will occur at the end of the semester so as to not disrupt, interfere, or impact other classes, teachers, and students.
9. All parts of this document along with the final decision will be placed in the student’s cumulative folder.
I. S. Student Questions for Exit Interview

Student Name: ________________________________
Student ID #: __________________

1. Why do you want to get out of the International Studies Program?

2. How are you going to explain on a college application or to a college admissions counselor why you opted out of a program with humanities-based academic rigor, intercultural exploration, and community service achievement?

3. How are you going to get the extra support to meet a-g college requirements, college planning, and field trips/outings to places that support the curriculum you learn in your academic classes?

4. Which adult on campus are you going to meet with after each progress report and semester report card to discuss your academic progress and goals for the future?

5. What teachers are you going to ask for a letter of recommendation for jobs, scholarships, and/or admission into a college?

6. When are you going to practice your note-taking, organization and study skills?

7. What group of students are you going to study with to keep your grades up?

8. Who is going to check your planner and notebook to be sure you are staying organized?

9. What contributions are you making outside of MLHS (non-paid) to further your development as a young adult and to show potential colleges and employers that you are a caring, committed member of the community?

10. What are your plans during your Senior year while students are participating in IS travel, disbursement of regalia, banquets, and other IS related functions?
Parent/Guardian Questions for I. S. Exit Interview

Name of Parent/Guardian: ________________________________

11. Why do you want to remove your student from the International Studies Program?

12. Is your student attending Mira Loma High School based on an intra-district or inter-district transfer?

13. Are you a member of the International Studies Parent Organization?

14. How is your student going to explain on a college application or to a college admissions counselor why they opted out of a program with humanities-based academic rigor, intercultural exploration, and community service achievement?

15. How is your student going to get the extra support to meet a-g college requirements, college planning, and field trips/outings to places that support the curriculum they learn in their academic classes?

16. Which adult on campus are you and your student going to meet with after each progress report and semester report card to discuss your student’s academic progress and goals for the future?

17. What teacher is your student going to ask for a letter of recommendation for jobs, scholarships, and/or admission into a college?

18. When is your student going to practice note-taking, organization and study skills?

19. What group of students is your student going to study with to keep their grades up?

20. Who is going to check your student’s planner and notebook to be sure they are staying organized?

21. What contribution is your student making outside of MLHS (non-paid) to further their development as a young adult and to show potential colleges and employers that they are caring, productive, committed members of the community?

22. What are your student’s plans during Senior year while students are participating in IS travel, disbursement of regalia, banquets, and other IS related functions?