

March 1, 2017

Dear Educators and Administrators in U.S. School Districts:

Many educators have been asking for resources that they can use to support their students who come from Mexican immigrant families. One way to do this is to help families gather their children's school records from U.S. schools so that they are prepared to enroll in Mexican schools if their family relocates to Mexico.

Enrolling in school in Mexico is very different from the procedures in the United States, and the more information that families can provide on a student's U.S. schooling, the easier the process becomes. If a family approaches you with requests for their child's school records for these purposes, please provide them with the following:

1. Copies of their child's transcripts for each year that he or she studied in your school
2. A letter that documents when that child graduated from your school, or the grade that he or she completed.
 - a. This is important because parallel letters are a regular part of school enrollment and grade promotion in Mexico.
 - b. I have attached a template for this letter. The first is in English, so that you know what it says. The second is in Spanish, with the categories to fill in written in English and Spanish. ***The ideal would be to complete the Spanish version of this letter on your school letterhead and have it signed by the school principal or another school representative.***

Please note: students who were previously enrolled in your school may ask for these documents. This is because they must document their entire educational history in the United States, not just their current schooling.

Thank you for supporting families in gathering their children's schooling records so that they can be prepared to enroll their children in Mexican schools, if they end up moving to Mexico at some point in the future.

Please feel free to contact me with questions. My name is Sarah Gallo and I am a faculty member in bilingual and immigrant education at The Ohio State University. I am currently conducting a research study with binational students in Mexico, and I prepared these documents to better support families who face many challenges when enrolling their children in Mexican schools. My email is slipinog@gmail.com

Sincerely,



Sarah Gallo, PhD