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July 2024

*Federal and State Compliance Office*

# FOREIGN STUDENT PLACEMENT GUIDELINES

**2024-2025**

**FASCO**



# Miami-Dade County Public Schools

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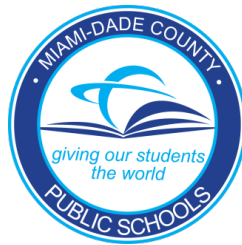
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# FOREIGN STUDENT PLACEMENT GUIDELINES

## TABLE OF CONTENTS

I.	Introduction .....	3
II.	Functions of the Foreign Records Department .....	4
	A. Foreign Student Grade Placement .....	4
	B. Foreign Grades Conversions .....	4
	C. Foreign Adult Evaluations Services.....	4
III.	Procedures for Foreign Student Grade Placement and Interpretation of Records... ..	5
IV.	Appendices	
	A. APPENDIX 1: International Student Placement ISM Cover Sheet ( <a href="#">FM 6957</a> ) .....	6
	B. APPENDIX 2: Temporary Grade Placement Form ( <a href="#">FM 6008</a> ) .....	7
	C. APPENDIX 3: Student Chronological Age Assignment Chart .....	8
V.	FASCO Foreign Records Contacts .....	9

## Introduction

The Federal and State Compliance Office (FASCO), through the Foreign Records/Student Visa Department is committed to providing our diverse student population, parents, schools, and community with the most current information on international systems and their equivalence to Miami-Dade County Public Schools. Our goal is to facilitate the transition and empower students to pursue educational excellence.

School Board Policy [po5114](#)-*Foreign Students* establishes the admission and registration requirements for foreign students entering Miami-Dade County Public Schools. In addition, the Foreign Records Department at FASCO has access to international educational manuals. The Foreign Records Department is constantly in contact with different consulates and/or ministries of education from around the world and is up to date with the latest educational changes.

This document provides information on grade placement of foreign students and grade conversions of foreign students' records. School personnel can visit the Federal and State Compliance Office, Foreign Records Department website at <https://attendanceservices.dadeschools.net/#!/fullWidth/742> for additional information.

## Functions of the Foreign Records Department

- 1 Foreign Student Grade Placement**, to assist with interpretation of foreign records such as transcripts, birth certificates, passports, and guardianship letters for proper placement into our school system. For more information visit the **Foreign Records Department website** at: <https://attendanceservices.dadeschools.net/#!/fullWidth/742>
- 2 Foreign Grades Conversion:** to provide at the secondary and adult level (6-20), a detailed interpretation, translation, and conversion of all coursework taken at each grade level in the foreign country, along with the equivalent grade earned in each subject area. For more information visit the **Foreign Adult Document Evaluation Services website:** <https://attendanceservices.dadeschools.net/#!/fullWidth/743>
- 3 Foreign Adult Evaluation Services:** to provide evaluations of high school diplomas. M-DCPS provides an accurate and true evaluation of the foreign country high school diploma equivalence to the United States high school diploma. We provide these services to M-DCPS Adult & Career Technical Education Centers and other local and technical and vocational schools (Miami Dade College and Florida International University), and to those who apply for a job in various government agencies and cities in the Miami metropolitan area. If you need an evaluation of a foreign high school diploma for your school, please contact Ms. Grethel Curbelo at [gcurbelo@dadeschools.net](mailto:gcurbelo@dadeschools.net). Please complete [FM-7291-Document Evaluation Services Application](#) along with a \$50.00 money order or \$60 (Evaluation plus Duplicate).

## Procedures for Foreign Student Grade Placement and Interpretation of Records

Procedures for Placement of Foreign Students and Interpretation of Foreign Records for students in Kindergarten to 12<sup>th</sup> Grade.

- While students and parents are at the M-DCPS school's counter to register, please ask the parent for all student's records/transcripts from the student's country. Scan and save transcripts/records in PDF format and submit the documents via **Ivanti Service Manager (ISM) to FASCO- Foreign Records**. Include the required completed International Student Placement ISM Transmittal Sheet ([FM-6957](#)). When contacting our FASCO Foreign Records, the ISM ticket number is required to process the school's request. Remember to submit only one ISM Ticket per student and submit documents in PDF format, for the Foreign Records Department staff to evaluate the documents appropriately.
- Specify on the International Student Placement ISM Cover Sheet ([FM-6957](#)) the following information: date, M-DCPS school's name and school contact information, student's name, date of birth, country where the school records are from, student identification number (if available),
- Note that the validity of the documents depends on the information provided by the M-DCPS school staff. Indicate on the ([FM-6957](#)) if the document/transcript has any type of alteration such as use of correction fluid or strike through or any other type of alteration that would not be evident when sent to FASCO for review. Also indicate if the parent provided an original document, a fax, a paper copy or a cell phone.

The FASCO International Student Placement Advisors will interpret the foreign records, respond to the school via ISM and provide the school a recommendation for appropriate placement, as per the [Student Progression Plan](#) guidelines. For students at the secondary level: Once the student is placed accordingly, the student's grades will be converted into the Miami-Dade County Public School's (M-DCPS) grading scale. The conversion will either be inputted by FASCO staff directly or will be sent to the school to input into DSIS, Transfer and Credit Evaluation (TRACE) Screen.

For placement of students **without** school transcripts, schools must use the Temporary Grade Placement Form ([FM-6008](#)) and refer to the Student Chronological Age Assignment Chart (Appendix 3) to place students according to chronological age as indicated in the [Student Progression Plan](#).

In cases, where students provide educational records, but the school is unsure of grade placement, schools should use ([FM- 6008](#)) to place the student. **Under no circumstances should schools delay or deny registration because FASCO has not answered an ISM Ticket.**

**INTERNATIONAL STUDENT PLACEMENT ADVISORS**  
**ISM COVER SHEET FORM (FM 6957)**

Clear Form



**INTERNATIONAL STUDENT PLACEMENT ADVISORS**

Grethel L. Curbelo (M-1 Visas/Adult Ed.) 305-883-5323 Ext. 2503

Dr. Maria Elena Paradela (F-1 / J-1 Visas) 305-883-5323 Ext. 2501

Michael J. Pérez 305-883-5323 Ext. 2502

**Mr. Tony G. Ullivarri**  
**Administrative Director**  
**Federal and State Compliance Office**

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**ISM COVER SHEET**

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**From Sending School Name:** \_\_\_\_\_

**ISM #** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Contact Person (from the sending school):** \_\_\_\_\_

**School Phone Number/Extension:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**School Records presented are from what Country?** \_\_\_\_\_

**New Registration:** Yes  No  **ID#** \_\_\_\_\_

**Records are from:**  Original  Copy  Photo

**Prior ISM Number: (if applicable)** \_\_\_\_\_

**FM 6008 (Temporary Placement Form) was used at the time of registration:**  Yes  No

Federal and State Compliance Office  
Foreign Records / Student Visa Department  
489 East Drive  
Miami Springs, Florida 33166



**TEMPORARY GRADE PLACEMENT FORM (FM-6008)**



Clear Form

**TEMPORARY GRADE PLACEMENT FORM  
FOR NEW STUDENTS WITHOUT SCHOOL RECORDS**

I, \_\_\_\_\_, understand that my son/daughter has been placed

In the \_\_\_\_\_ grade temporarily pending the arrival and/or evaluation of school records from his/her previous school(s).

Upon receipt of the school records, I agree that my son/daughter will be placed in the proper grade, and change schools if necessary, should the record(s) prove to be other than what I have indicated.

\_\_\_\_\_  
Name of Student (Last, First, Middle)      Date of Birth      Student I.D. Number

Parent, Guardian will have **40** days to submit required documents.

\_\_\_\_\_  
Signature of Parent/ Guardian      Date

\_\_\_\_\_  
Name/Signature of School Representative that verified registration      Date

**PREVIOUS SCHOOL HISTORY**

_____ School Name	_____ Grade	_____ Year
_____ School Name	_____ Grade	_____ Year
_____ School Name	_____ Grade	_____ Year



**STUDENT CHRONOLOGICAL AGE ASSIGNMENT CHART**

**PROCEDURES FOR PLACING STUDENTS WHO DO NOT HAVE SCHOOL RECORDS**

**STARTING 07/01/2024 STUDENTS WHO TURN THE AGE OF 5 OR 6 ON OR BEFORE SEPTEMBER 1<sup>ST</sup> OF THAT YEAR WILL BE PLACED ACCORDING TO THEIR AGE.**

<u>Age</u>	<u>2024 - 2025</u>		<u>Grade</u>
5	.....	2019	..... Kdg
6	.....	2018	..... 1 <sup>st</sup>
7	.....	2017	..... 2 <sup>nd</sup>
8	.....	2016	..... 3 <sup>rd</sup>
9	.....	2015	..... 4 <sup>th</sup>
10	.....	2014	..... 5 <sup>th</sup>
11	.....	2013	..... 6 <sup>th</sup>
12	.....	2012	..... 7 <sup>th</sup>
13	.....	2011	..... 8 <sup>th</sup>
14	.....	2010	..... 9 <sup>th</sup>
15	.....	2009	..... 10 <sup>th</sup>
16	.....	2008	..... 11 <sup>th</sup>
17	.....	2007	..... 12 <sup>th</sup>

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 Created by: Michael Perez  
 Federal & State Compliance Office  
 Foreign Records Department

# Federal and State Compliance Office

Phone: (305) 883-5323 | Fax: (305) 883-7544 |



**Foreign Records Fax: (305) 887-8423**

489 East Drive, Miami Springs, FL 33166

Administrators			
Administrative Director	Tony G. Ullivarri	<a href="mailto:tullivarri@dadeschools.net">tullivarri@dadeschools.net</a>	
District Supervisor Student Funding	Mara Ugando	<a href="mailto:mugando@dadeschools.net">mugando@dadeschools.net</a>	
Coordinator, Student Transfers	Loreta Costanza	<a href="mailto:lcostanza@dadeschools.net">lcostanza@dadeschools.net</a>	
Foreign Records Team			
Int. Student Placement Advisor/ Foreign Adult HS Evaluations/ M1 Visa	Grethel Curbelo	<a href="mailto:gcurbelo@dadeschools.net">gcurbelo@dadeschools.net</a>	Ext. 2503
Int. Student Placement Advisor/ F1 & J1 Visas	Dr. Maria E. Paradela	<a href="mailto:mparadela@dadeschools.net">mparadela@dadeschools.net</a>	Ext. 2501
Int. Student Placement Advisor/EOC	Michael Perez	<a href="mailto:mjperez@dadeschools.net">mjperez@dadeschools.net</a>	Ext. 2502