



# LICEO STATALE “FRANCESCO DE SANCTIS”

Liceo Classico - Liceo Scientifico a potenziamento Internazionale

Via Ten. Ugo Stanzione, 3 - 84133 SALERNO - Tel. 089/752094 - Fax 089/750698 - C.F.  
80021870656

[www.liceoclassicodesanctis.it](http://www.liceoclassicodesanctis.it) - [sapc040008@istruzione.it](mailto:sapc040008@istruzione.it) - [sapc040008@pec.istruzione.it](mailto:sapc040008@pec.istruzione.it)

## Allegato 3

Student Name	
Birth place	
Birth Day	
Address	
Class	
Identification Number	
Tutor teacher name	
Tutor teacher e-mail	

**TO THE SCHOOL PRINCIPAL (To whom it may concern)**

Date/Place

I am contacting you as our student \_\_\_\_\_ is currently attending the academic year in your school.

In order to be readmitted and to attend the final year in our school, we will need to assess him/her curriculum in your school.

We would kindly ask you that a tutor for foreign students active at your school should get in touch with our coordinator \_\_\_\_\_ contacted at the following e-mail address \_\_\_\_\_

Before the Christmas break we would need a report of which courses our student is attending and 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. On top, we kindly ask you to fill in the following form with evaluation of the courses attended. The Italian system evaluates students with a grading system out of 10 ( 6 being the minimum pass). Besides the school report, we would require your teachers to express a global evaluation out of 10 (considering any progress made, communication skills, motivation, class participation, any test results, etc.)

You can report any problem experienced with our student or any query.

We do thank you for your assistance and we are sure our student will live a very interesting experience in your school.

School Principal

Dott.ssa Cinzia Lucia Guida



# REPORT

**STUDENT NAME** \_\_\_\_\_

Student attended from \_\_\_\_\_ to \_\_\_\_\_

Subjects studied during the first term \_\_\_\_\_

Subjects studied during the second term \_\_\_\_\_

Subjects studied during the third term \_\_\_\_\_

### Evaluation

10 excellent (90-100 percent)

9 above average (80-89.9 percent)

8 very good (70-79.9 percent)

7 good/satisfactory (65/69.9 percent)

6 fair (60-64.5 percent)

5 unsatisfactory (below 60 percent)

<b>Please, state which subjects our student studied (specify term)</b>	4	5	6	7	8	9	10

Any comments

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Date \_\_\_\_\_

Name and position \_\_\_\_\_

Signature \_\_\_\_\_

School stamp \_\_\_\_\_