**Ombi la Mkutano wa Mzazi/Mlezi na**

**Mwalimu**

**Mwaka wa Shule wa [20XX-20XX]**

[Use LEA or School Letterhead]

[DATE]

Mpendwa Mzazi/Mlezi wa [STUDENT NAME],

Mwanafunzi wako anashiriki katika **Programu ya lugha ya Kiingereza** (ELP) ya [DISTRICT]. Programu hii itasaidia mwanafunzi wako kujifunza maudhui ya kiwango cha gredi na kukidhi mahitaji ya kuhitimu.

Walimu wafuatao wangependa kukualika kwa mkutano muhimu ili kujadili maendeleo ya kiakademia ya mwanafunzi wako na msaada unaohitajika ili kumsadia kujifunza Kiingereza na kuelewa masomo ya kiwango cha gredi. Maoni yako yanahitajika ili kujua jinsi ya kuendelea na kutoa msaada bora zaidi wa masomo ya mwanafunzi wako. Unakaribishwa kualika wengine ili wahudhurie.

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| **[EDUCATOR NAME]** | **[TITLE / SUBJECT]** |
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**Tarehe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Saa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Eneo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Jina la Shule/Anwani/Chumba)

Iwapo kuna walimu wengine ambao ungependa kukutana nao, tafadhali tujulishe.

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**Tafadhali jaza taarifa iliyo hapa chini na urudishe kwa ofisi ya shule.**

**Ndiyo**, nitaweza kuhudhuria mkutano wa Mzazi / Mwalimu mnamo tarehe [DATE] saa [TIME] kwa ajili ya [STUDENT NAME]

**La**,sitaweza kuhudhuria kwa wakati huu, lakini ninapatikana katika siku/saa zifuatazo:

**Tafadhali weka mviringo kwenye siku unazopatikana:**  Jumatatu Jumanne Jumatano Alhamisi Ijumaa

**Tafadhali weka mviringo kwa saa unazopatikana: [ADJUST OPTIONS TO SCHOOL/TEACHER AVAILABILITY]**

* Asubuhi/a.m. 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30
* Mchana/p.m. 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30

Ninaomba kuwa na mkalimani katika mkutano huu wa (lugha) ya: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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[Parent/Guardian Printed Name] Sahihi ya Mzazi/Mlezi Tarehe