**Niam thiab Txiv/Tus Neeg Saib Xyuas thiab**

**Kev Ceeb Toom Txog Xib Fwb Lub Rooj Sab Laj**

**Xyoo Kawm [20XX-20XX]**

[Use LEA or School Letterhead]

[DATE]

Nyob Zoo Niam thiab Txiv/Tus Neeg Saib Xyuas Me Nyuam ntawm [STUDENT NAME],

Koj tus me nyuam kawm ntawv tus xib fwb tab tom caw mus koom lub rooj sab laj los mus sib tham txog qhov lawv mus koom rau hauv [DISTRICT] **Qhov Khoos Kas Qhia Ntawv Askiv** (English Language Program, ELP), thiab lawv qhov kawm ntawv Askiv thiab cov kev kawm ntawm theem qib kawm. Nyob rau lub rooj sib tham no, cov xib fwb yuav muab tej xov xwm tshiab qhia thiab teb txhua nqe lus nug uas koj muaj. Zoo siab cia koj caw lwm tus tuaj mus koom tau.

Cov kws qhia ntawv uas muaj npe rau hauv qab no xav los ntsib koj:

|  |  |
| --- | --- |
| **[EDUCATOR NAME]** | **[TITLE / SUBJECT]** |
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**Hnub tim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lub sij hawm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Qhov Chaw: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Npe Tsev Kawm Ntawv/Chaw Nyob/Chav)

Yog tias muaj lwm cov xib fwb uas koj xav tuaj ntsib, ces thov qhia rau peb paub.

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**Thov sau teb cov ntaub ntawv hauv qab no kom tiav thiab muab xa rov qab mus rau tim tsev kawm ntawv.**

**Yog**, kuv muaj peev xwm mus koom lub rooj sib tham ntawm Niam thiab Txiv/ Tus Xib Fwb rau [DATE] rau ntawm [TIME] rau [STUDENT NAME]

**Tsis Yog**,kuv tsis muaj peev xwm mus koom tau rau lub sij hawm no, tab sis kuv khoom rau cov hnub/cov sij hawm xws li nram qab no:

**Thov kos voj voog rau cov hnub uas khoom mus koom:** Monday Tuesday Wednesday Thursday Friday

**Thov kos voj voog rau cov sij hawm uas khoom mus koom: [ADJUST OPTIONS TO SCHOOL/TEACHER AVAILABILITY]**

* Sawv ntxov/teev sawv ntxov 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30
* Tav su/teev yav tav su 12:00 12:30 1:00 1:30 2:00 2:30 3:00 3:30 4:00 4:30 5:00 5:30

Kuv tab tom thov ib tug kws txhais lus rau lub rooj sib tham no rau (hom lus): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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[Parent/Guardian Printed Name] Niam thiab Txiv/Tus Neeg Saib Xyuas Me Nyuam Kos Npe Hnub Tim