**Tqanil tuʼn tok chmabʼil kyxol**

**Mambʼaj / Kwentil kʼwal ex qe Aj Xnaqʼtzal**

**Abʼqʼi toj Tja Xnaqʼtzbʼil [20XX-20XX]**

[Use LEA or School Letterhead]

[DATE]

Aya tman kʼwal / kwentil te kʼwal [STUDENT NAME],

Kyaj qe aj xnaqʼtzal te tkʼwala tuʼn t-xi kyqʼoʼn txokbʼil teya tuʼn t-xiʼya toj jun chmabʼil tuʼn kyyoline tiʼj **Xnaqʼtzbʼil tiʼj yol inglés** (ELP) te [DISTRICT] ex tiʼj tzeʼn taʼ tkʼwale toj xnaqʼtzbʼil tuʼn tbʼant tyolin toj yol inglés ex kyoj qe xnaqʼtzbʼil toj grado qʼiʼn tuʼn. Toj chmabʼil aju, kxel kyqʼoʼn aj xnaqʼtzal junjun akʼaj tqanil ex tzaqʼwebʼil kyiʼj qe t-xjelbʼitza. Jaku txi tiʼna junjuntl xjal toj chmabʼil aju.

Lu qe kybʼi aj xnaqʼtzal kyaj tuʼn kyyolin tukʼiye:

|  |  |
| --- | --- |
| **[EDUCATOR NAME]** | **[TITLE / SUBJECT]** |
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**Toj alkye qʼij: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Toj alkye or: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jatumel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Tbʼi Tja Xnaqʼtzbʼil/Jatumel/Aula)

Qa at junjuntl aj xnaqʼtzal taja tuʼn tyolina kyukʼil, jaku tzaj tqʼamaʼna. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nojsaʼnkuya uʼj lu ex qʼon aja kye qeju in che aqʼunan toj tja xnaqʼtzbʼil.**

**Jaku** chin pone toj chmabʼil kyxol mambʼaj ex qe aj xnaqʼtzal toj [DATE] [TIME] tuʼn qyolin tiʼj [STUDENT NAME].

**Mlay** bʼant tuʼn npone, pero jaku bʼant wuʼne kyoj qe qʼij ex or lu:

**Sqitinkuya alkye qʼij jaku bʼant tuʼne:**  Lunes Martes Miércoles Jueves Viernes

**Sqitinkuya toj alkye or jaku bʼant tuʼne: [ADJUST OPTIONS TO SCHOOL/TEACHER AVAILABILITY]**

* Te prim/a.m. 7:00 7:30 8:00 8:30 9:00 9:30 10:00 10:30 11:00 11:30
* Te qale/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

Waje tuʼn tten jun xjal onil weʼye aju in yolin toj yol: **­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Parent/Guardian Printed Name] Sqit tbʼi mambʼaj mo kwentil kʼwal Tajlal qʼij