

CHILDREN'S INTEGRATED SERVICES (CIS) MEETING NOTICE

NOTISI YA KIKAO CHA HUDUMA JUMUISHI ZA WATOTO (CIS)

CIS Agency Address:

Anwani ya Shirika la CIS:

Date: _____

Tarehe: _____

Dear _____,

Mpendwa _____,

This letter is to confirm that a team meeting has been scheduled for _____ (child's name) to discuss:

Barua hii ni ya kuthibitisha kuwa kikao cha timu kimeratibiwa kwa ajili ya _____ (jina la mtoto) ili kujadili:

Evaluation and Eligibility Determination

Tathmini na Ubainishaji wa Ustahiki

- Development of the One Plan
- Maendeleo ya Mpango Jumuishi (One Plan)
- 6-month/periodic review of the One Plan
- Ukaguzi wa kila baada ya miezi 6/mara kwa mara wa Mpango Jumuishi (One Plan)
- Annual Review of the One Plan
- Ukaguzi wa Kila Mwaka wa Mpango Jumuishi (One Plan)
- Transition Conference/Transition Planning
- Mkutano wa Mpito/Upangaji wa Mpito
- Team meeting for the purpose of: _____
- Kikao cha timu kwa dhumuni la: _____

The meeting is scheduled for:

Kikao kimeratibiwa:

Date: _____

Tarehe: _____

Time: _____

Revised 9/8/2020

Iihaririwa 9/8/2020

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Saa: _____

Location: _____

Mahali: _____

In addition to you, the following people have been invited to this meeting:

Mbali na wewe, watu wafuatao wamealikwa katika kikao hiki:

If there are other individuals you would like to invite, please feel free to do so, or let me know if you would like me to do it for you. If circumstances change and this is not a convenient time or location for you, please contact me at _____ (phone & email) and the meeting will be rescheduled.

Ikiwa kuna watu wengine ambao ungependa kuwaalika, tafadhali jisikie huru kufanya hivyo, au unijulishe iwapo ungependa nikusaidie kufanya hivyo. Iwapo hali itabadilika na huu ukose kuwa wakati au mahali panapokufaa, tafadhali wasiliana nami kupitia _____ (simu na barua pepe) na kikao kitaratibiwa upya.

Thank you. I look forward to seeing you there.

Asante. Ninatazamia kukutana nawe kwenye kikao.

Sincerely,

Wako Mwaminifu,

_____ (name), _____ (credentials)

_____ (jina), _____ (kitambulisho)

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_____ (role)

_____ (cheo)

cc: _____ (name), _____ (role)

nakala kwa: _____ (jina), _____ (cheo)