



THE UNIVERSITY OF ZAMBIA

SCHOOL OF EDUCATION

The Head Teacher / Principal

.....
.....

Town:

Province:

Dear Sir/Madam,

RE: POSTING OF STUDENT TEACHER (S) FOR SCHOOL EXPERIENCE

I am writing to kindly request you to allow our University of Zambia student teacher Mr. / Mrs. / Ms.

..... Computer Number

Mobile Phone Number to do School Experience at your institution from **25th September 2017 to 10th November 2017**. The student teacher in question is specializing in the following teaching areas and subjects. However, kindly give him/her duties and responsibilities in other school and co-curricular activities.

- 1. (Major)
- 2. (Minor)

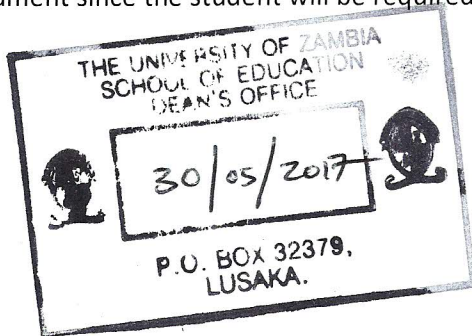
In order to facilitate effective planning of this exercise, we are kindly requesting you to give us your feedback through our student as soon as possible. We would also like to take this rare opportunity to thank you and your staff most sincerely for the support that your institution has been giving to the University of Zambia and our student teachers in this joint venture of serving our nation. Kindly use the space below for your response to us. If the space provided is not enough attach a letter to this document since the student will be required to bring back this form for processing.

Yours faithfully,

Oswell C. Chakulimba
Oswell C. Chakulimba (PhD)

DEAN, SCHOOL OF EDUCATION

cc: Coordinator School Experience



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FOR THE HEAD TEACHER'S / PRINCIPAL'S USE ONLY

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Name:

Mobile Phone Number:..... Signature:

Official Stamp