# SAMPLE ASSEMBLY INVITATION LETTER TO PARENTS Manual

**Sample Assembly Invitation Letter to Parents**

Organizing a school assembly is a vital activity that fosters community engagement, showcases student achievements, and promotes school values. One crucial element of a successful assembly is effective communication with parents. An invitation letter to parents not only informs them about the upcoming event but also encourages their participation and support. In this article, we will provide a comprehensive guide on how to craft a compelling sample assembly invitation letter to parents, with detailed templates and tips to ensure your message is clear, inviting, and impactful.

## Understanding the Importance of a Well-Written Assembly Invitation Letter

A well-crafted invitation letter serves multiple purposes:

- Informing parents about the date, time, and purpose of the assembly.
- Encouraging parental involvement in school activities.
- Building a sense of community among students, parents, and teachers.
- Highlighting the significance of the event, especially if it involves student performances, awards, or special presentations.

An effective invitation creates enthusiasm and assures parents that the event is worth their time and support.

## Key Elements to Include in a Sample Assembly Invitation Letter to Parents

When drafting an invitation, certain elements should be consistently included to ensure clarity and professionalism:

### 1. Clear Subject Line or Headline

- Use a straightforward title such as "Invitation to Our Upcoming School Assembly" or "Join Us for a Special School Event."

## 2. Salutation

- Address the parents respectfully, e.g., "Dear Parents and Guardians," or personalize with the parent's name if applicable.

## 3. Introduction

- State the purpose of the letter briefly.
- Mention the importance of the assembly.

## 4. Details of the Event

- Date and day of the event.
- Time (start and end time).
- Venue/location.
- Purpose or theme of the assembly.
- Specific activities or performances (if any).

## 5. Call to Action

- Encourage parents to attend.
- Mention if RSVP or registration is required.
- Provide contact details for questions.

## 6. Closing Remarks

- Express appreciation for parental support.
- Reinforce the importance of their presence.

## 7. Sign-off and Contact Information

- Use respectful closing phrases such as "Sincerely" or "Best regards."
- Include the name and position of the sender (e.g., Principal, Teacher Coordinator).
- School contact details.

# Sample Assembly Invitation Letter to Parents

Below is a detailed template you can adapt for your specific event:

```plaintext

[School Letterhead or Logo]

[Date]

Dear Parents and Guardians,

We are delighted to invite you to our upcoming school assembly scheduled for [Date], at [Time], held in the school auditorium. This event is an excellent opportunity for us to showcase our students' talents, celebrate their hard work, and foster a strong partnership between parents and the school community.

The theme for this assembly is "[Theme/Topic]," and it will feature various student performances, awards, and presentations that highlight their achievements and creativity. Your presence and support are vital in making this event meaningful for our students.

Please join us on [Date] at [Time] in the [Venue]. We encourage all parents and guardians to attend and participate in this celebration of our students? progress. It is also a wonderful chance to meet teachers, fellow parents, and school staff.

Kindly confirm your attendance by [RSVP deadline] by contacting the school office at [Phone Number] or emailing us at [Email Address]. If you have any questions or require further information, please do not hesitate to reach out.

We look forward to seeing you there and sharing this special day with our school community. Your support and involvement are greatly appreciated as we continue to nurture our students' growth and success.

Thank you for your continuous cooperation.

Sincerely,

[Your Name]

[Your Position]
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[School Name]

[School Contact Number]

[School Email Address]

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## Tips for Writing an Effective Assembly Invitation Letter

To ensure your invitation is both inviting and informative, consider the following tips:

- **Be Concise and Clear:** Use simple language and straightforward sentences to avoid confusion.
- **Use a Friendly and Respectful Tone:** Make parents feel welcomed and valued.
- **Include All Necessary Details:** Ensure the date, time, and location are prominently displayed.
- **Highlight the Event?s Significance:** Mention why their presence matters.
- **Use Formal Formatting:** Maintain professionalism with structured paragraphs and proper greetings.
- **Follow Up:** Send reminders closer to the event date to increase attendance.

## Additional Tips for a Successful Assembly Invitation

- Personalize the Letter: If possible, address parents by name to make the invitation more personal.
- Incorporate Visuals: Use school logos or banners to make the letter visually appealing.
- Include a Map or Directions: If the venue is not familiar, add directions or a map.
- Offer Accessibility Information: Mention if special arrangements are available for differently-abled parents.
- Express Gratitude: Thank parents in advance for their support and participation.

## Conclusion

Crafting a thoughtful and detailed sample assembly invitation letter to parents is crucial in ensuring a successful school event. It not only informs but also fosters a sense of community and shared purpose. By including all essential details, maintaining a warm tone, and encouraging active participation, your invitation can significantly enhance parental engagement and contribute to a memorable assembly.

Remember, a well-structured invitation sets the tone for the event and demonstrates the school's
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commitment to transparency, community involvement, and student recognition. Use the provided templates and tips to create your own compelling invitation that resonates with parents and encourages them to join in celebrating their children's achievements.

Sample Assembly Invitation Letter to Parents: An Expert Guide

In the realm of school communications, the assembly invitation letter to parents stands as a pivotal document that bridges the gap between educators and families. It is more than just a formal notification; it embodies the school's commitment to transparency, community involvement, and shared student success. Crafting an effective invitation letter requires careful consideration of tone, clarity, and completeness. In this comprehensive guide, we will analyze the essential components of a well-structured assembly invitation letter, providing sample templates and expert insights to ensure your communication is impactful and professional.

## Understanding the Importance of an Assembly Invitation Letter

Before diving into the components and samples, it?s crucial to appreciate why an invitation letter to parents holds such significance:

- Facilitates Parent Engagement: Encourages parents to participate actively in their children?s educational journey.
- Builds School-Community Relations: Demonstrates transparency and fosters trust between school staff and families.
- Ensures Attendance: Serves as a formal reminder, helping maximize parent turnout for school events.
- Sets the Tone: Reflects the school's professionalism and respect for parents? time and involvement.

An effective invitation lays the foundation for successful parent participation, which in turn enhances student motivation and school success.

## Key Components of an Assembly Invitation Letter

A well-crafted invitation to parents should include several critical elements to communicate clearly and professionally. Let?s examine each part in detail.

### 1. Clear and Concise Opening

Purpose: Immediately inform the parents about the event and its significance.

- Use a warm greeting and specify the event.
- State the purpose succinctly to capture interest.

Example:

> Dear Parents and Guardians,

> We are delighted to invite you to our upcoming school assembly, designed to showcase our students? talents and celebrate their achievements.

Expert Tip: Personalize the greeting if possible, addressing parents directly or including the class/grade level.

## 2. Precise Event Details

Purpose: Provide all necessary logistical information in a clear manner.

- Date and Day: Mention the exact date and day of the week.
- Time: Specify the start time and expected duration.
- Venue: Clearly state the location within the school premises.
- Agenda Highlights: Briefly outline what parents can expect.

Example:

> The assembly will be held on Friday, March 10th, 2024, at 9:00 AM in the school auditorium. It will feature performances, student presentations, and awards.

Expert Tip: Use bullet points for clarity, especially when listing multiple details.

## 3. Purpose and Significance of the Event

Purpose: Explain why the assembly is important and what parents can gain from attending.

- Emphasize the value of their presence.
- Mention how the event benefits students? development.

Example:

> This assembly provides an excellent opportunity for parents to witness firsthand the progress and

talents of their children, fostering a sense of community and support.

Expert Tip: Highlight the positive impact to motivate parents? attendance.

## 4. Call to Action / RSVP Details

Purpose: Encourage parents to confirm attendance and facilitate planning.

- Request a response by a certain date.
- Provide contact information or RSVP methods (phone, email, online form).

Example:

> Kindly confirm your attendance by March 5th, 2024, by calling the school office at (123) 456-7890 or emailing [email protected].

Expert Tip: Clear instructions reduce confusion and improve response rates.

## 5. Additional Notes and Reminders

Purpose: Share relevant information that helps parents prepare.

- Dress code, if any.
- Items to bring.
- Parking or entry instructions.
- COVID-19 protocols or health guidelines.

Example:

> Please note that masks are required, and parking is available in the school lot. We encourage punctuality to ensure the assembly proceeds smoothly.

Expert Tip: Keep this section brief but informative to prevent last-minute issues.

## 6. Polite Closing

Purpose: End with appreciation and a welcoming tone.

- Express gratitude for their support.
- Encourage their participation.

Example:

> We look forward to seeing you there and sharing this special occasion with you. Your presence truly makes a difference!

Expert Tip: Use warm, respectful language to foster positive engagement.

## Sample Assembly Invitation Letter to Parents

Below is an exemplar template that combines all the above components into a cohesive letter:

[School Letterhead or Name]

Date: [Insert Date]

To: Parents and Guardians of [Class/Grade]

Subject: Invitation to the School Assembly on [Date]

Dear Parents and Guardians,

We are pleased to invite you to our upcoming school assembly scheduled for Friday, March 10th, 2024. This event is an opportunity to celebrate our students? accomplishments, showcase their talents, and strengthen our school community.

Event Details:

- Date: Friday, March 10th, 2024
- Time: 9:00 AM ? 11:00 AM
- Venue: School Auditorium, Main Campus
- Highlights: Student performances, award presentations, and a brief address from the school principal

The assembly not only serves as a platform for students to demonstrate their skills but also fosters a sense of pride and belonging among parents and staff. Your presence is invaluable in encouraging our students and reinforcing the importance of education and community support.

Please Confirm Your Attendance:

Kindly RSVP by March 5th, 2024, to assist us in making necessary arrangements. You may contact the school office at (123) 456-7890 or email us at [email protected].

Additional Information:

- Masks are mandatory, and hand sanitizers will be available.
- Parking is available in the school lot; please arrive early to secure a spot.
- Please arrive 15 minutes early to ensure a prompt start.

We sincerely hope you can join us for this special occasion and look forward to celebrating our students? achievements with you. Your participation helps create a nurturing environment where students feel supported and motivated.

Thank you for your continued support.

Warm regards,

[Principal?s Name]

Principal, [School Name]

[Contact Information]

## Tips for Writing an Effective Assembly Invitation Letter

- Use Formal but Friendly Language: Maintain professionalism while being approachable.
- Be Clear and Specific: Avoid ambiguity to ensure parents understand all details.
- Keep It Concise: Include all essential information without overwhelming the reader.
- Personalize When Possible: Customize the letter for specific classes or events.
- Proofread: Check for grammatical errors and clarity before sending.

## Additional Formats and Delivery Methods

While traditional printed letters remain common, modern communication channels offer additional options:

- Email Invitations: Faster delivery and easy to track responses.
- School Website Announcements: Widely accessible and shareable.
- Messaging Apps: Instant notifications, especially for urgent updates.
- Physical Flyers: Durable and suitable for community notices.

Each method should follow the same structured content to ensure clarity and consistency.

## Conclusion

Crafting an effective sample assembly invitation letter to parents is an essential skill that contributes significantly to the success of school events. It requires balancing professionalism with warmth, providing detailed information succinctly, and motivating parents to participate actively. By understanding the core components?clear opening, detailed event info, purpose, call to action, additional notes, and courteous closing?you can produce a compelling invitation that fosters community spirit and ensures a well-attended, memorable assembly.

Remember, the key to success lies not just in the content but also in the tone and delivery. With thoughtful preparation and attention to detail, your invitation can become a powerful tool to strengthen school-parent relationships and celebrate the achievements of your students.

QuestionAnswer What should be included in a sample assembly invitation letter to parents? A clear greeting, details of the assembly (date, time, location), purpose of the event, any special instructions, and a courteous closing should be included. How can I make the invitation letter more engaging for parents? Use a friendly and respectful tone, highlight the importance of their participation, and include a warm message encouraging their presence. Is it necessary to include RSVP details in the invitation letter? Yes, including RSVP details helps organizers plan appropriately for the number of attendees and ensures better communication. What is the proper format for a sample assembly invitation letter to parents? Use a formal letter format with a header, salutation, body with event details, closing remarks, and a signature. Keep it concise and respectful. When should I send out the assembly invitation letter to parents? Ideally, send the invitation at least one to two weeks in advance to give parents ample time to plan and respond. Can I include a request for parental volunteers in the invitation letter? Yes, you can politely request parental volunteers or assistance, highlighting how their support will benefit the event. How can I personalize the invitation letter to make parents feel valued? Address parents by name if possible, acknowledge their role in their child's education, and express appreciation for their involvement. Are electronic invitations acceptable for school assemblies? Yes, electronic invitations via email or school communication apps are acceptable and efficient, especially when clearly formatted and timely sent.

**Related keywords:** sample invitation letter, parent invitation, school assembly invitation, parent meeting letter, event invitation, invitation template, school event invite, assembly announcement, parent communication letter, formal invitation

# MEDICAL LEAVE LETTER FROM TEACHER TO PARENTS

**Medical leave letter from teacher to parents** is an essential communication tool that helps maintain transparency and ensure the continuity of a child's education during the teacher's absence due to health reasons. When teachers are unable to perform their duties because of medical issues, it's vital to inform parents promptly and professionally. This article provides a comprehensive guide on how to craft an effective medical leave letter from teacher to parents, emphasizing key components, tone, and best practices to foster trust and understanding.

## Understanding the Importance of a Medical Leave Letter from Teacher to Parents

A medical leave letter from a teacher to parents serves multiple purposes:

- Informing parents about the teacher's health status and anticipated duration of absence.
- Ensuring students' educational needs are met by providing alternative arrangements or assignments.
- Maintaining open communication to foster trust and transparency.
- Providing reassurance to parents that their child's education remains a priority despite the teacher's absence.

Effective communication through such a letter minimizes confusion, helps parents plan accordingly, and reassures them that their child's learning will continue smoothly.

## Key Components of a Medical Leave Letter from Teacher to Parents

When composing a medical leave letter from a teacher to parents, certain elements should be included to ensure clarity and professionalism:

### 1. Clear Subject Line or Opening Statement

- Clearly state the purpose of the letter, e.g., "Medical Leave Notification" or "Teacher's Medical Absence."

### 2. Introduction

- Greet the parents politely.

- Briefly introduce yourself and your role.
- Mention the reason for writing the letter.

### 3. Explanation of the Medical Leave

- Specify the nature of the health issue (if appropriate and comfortable).
- State the expected duration of the leave.
- Mention the date of leave commencement and anticipated return date.

### 4. Impact on Student Learning

- Explain how the class or subject will be managed during absence.
- Provide information about substitute teachers or alternative arrangements.
- Offer details about how parents can support their child's learning during this period.

### 5. Contact Information

- Share your contact details if parents need to reach out.
- Include contact information of the substitute teacher or school administrative contacts.

### 6. Reassurance and Appreciation

- Reassure parents that their child's education will continue smoothly.
- Thank parents for their understanding and cooperation.

### 7. Closing

- Use a polite closing statement.
- Sign off with your name and designation.

## Sample Medical Leave Letter from Teacher to Parents

Below is a sample template illustrating how to structure such a letter:

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Subject: Medical Leave Notification

Dear Parents,

I hope this message finds you well. I am writing to inform you that I will be taking medical leave due to health reasons starting from [Start Date]. My estimated return date is [Return Date], and I will be unavailable during this period.

During my absence, [Substitute Teacher's Name] will be overseeing the class and ensuring that students continue to receive quality education. They are well-informed about the curriculum and will be available to assist students with their assignments and questions.

Please encourage your child to stay engaged with their homework and classwork, which will be shared by the substitute teacher. If you have any concerns or need to communicate regarding your child's progress, you may contact the school office or reach out to me via email at [Your Email Address], and I will do my best to respond when possible.

Thank you for your understanding and support during this time. I look forward to returning soon and continuing to work with your children.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

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## Best Practices for Writing a Medical Leave Letter from Teacher to Parents

To ensure your letter is effective, consider these best practices:

### Maintain a Professional and Courteous Tone

- Use polite language and formal tone.
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- Show appreciation for parents' understanding.

### Be Clear and Concise

- Avoid unnecessary details.
- Clearly state dates and arrangements.

### Provide Relevant Information

- Include details about substitute teachers or alternative arrangements.
- Offer ways for parents to reach out if needed.

### Respect Privacy

- Share only information you are comfortable disclosing regarding your health.

### Follow Up

- Send reminders or updates if the leave extends beyond initial estimates.
- Keep parents informed about any changes.

## Additional Tips for Communicating with Parents During Teacher Absence

- Use Multiple Channels: Besides written letters, consider emails, school portals, or phone calls.
- Set Expectations Early: Inform parents as soon as possible to prepare for class adjustments.
- Coordinate with School Administration: Ensure that all communications align with school policies.
- Provide Resources: Share study guides, assignments, or online resources for students to work on at home.
- Encourage Feedback: Invite parents to ask questions or share concerns.

## Conclusion

A well-crafted medical leave letter from teacher to parents is crucial for maintaining transparent communication and ensuring students' learning continues smoothly during the teacher's absence.

By including essential components, adopting a professional tone, and following best practices, teachers can reassure parents and foster a collaborative environment. Remember, proactive communication not only reflects professionalism but also builds trust and confidence among parents, students, and school staff.

For teachers, preparing such a letter in advance or having a template ready can streamline the process during unforeseen health issues. Prioritize clarity, empathy, and professionalism to ensure your message is well-received and that your students' educational journey remains uninterrupted.

Medical Leave Letter from Teacher to Parents: Ensuring Clear Communication During Student Absence

In the realm of education, effective communication between teachers and parents is fundamental to supporting a child's learning journey. When a student?s teacher needs to take a medical leave, it becomes crucial to inform parents transparently and professionally. A well-crafted medical leave letter from teacher to parents not only conveys important information about the teacher?s absence but also reassures parents about the continuity of their child?s education. This article explores the purpose, structure, and best practices for writing a comprehensive medical leave letter from teachers to parents, ensuring clarity while maintaining a professional and empathetic tone.

The Importance of a Medical Leave Letter from Teacher to Parents

A medical leave letter serves as a formal communication tool that bridges the gap between teachers and parents during a period when the teacher is unavailable. Its significance lies in multiple aspects:

- Maintaining Transparency: Parents are kept informed about the teacher?s health status and the duration of their absence.
- Ensuring Continuity of Learning: The letter may outline plans for substitute teachers or alternative arrangements to keep the students engaged.
- Building Trust: Clear and empathetic communication fosters trust between educators and parents, reinforcing a collaborative approach to student welfare.
- Legal and Administrative Compliance: Proper documentation ensures that the school adheres to policies regarding staff absences, which may be necessary for administrative records and compliance.

Core Components of a Medical Leave Letter from Teacher to Parents

Creating an effective medical leave letter involves incorporating several essential elements. These components ensure the message is comprehensive, professional, and empathetic.

- Salutation and Opening Statement

Begin the letter with a respectful greeting addressing the parents directly. For example:

?Dear Parents/Guardians,?

Followed by a brief introduction to the purpose of the letter.

- Clear Explanation of the Leave

State explicitly that the teacher will be away due to medical reasons. Include:

- The reason for leave (e.g., health issues, recovery period).
- The expected duration of absence, specifying start and end dates.
- Any relevant context if appropriate, such as the need for rest or ongoing treatment.

- Assurance of Student Support and Learning Continuity

Parents are primarily concerned about their child's education. Address this by:

- Informing about the arrangements in place, such as a substitute teacher or alternative activities.
- Providing guidance on how students can continue their learning at home if applicable.
- Sharing contact details or instructions for parents to reach out if needed.

- Contact Information and Follow-up

Include contact details for further questions or concerns. Clarify how parents can communicate with the school or the substitute teacher.

- Expression of Empathy and Appreciation

Conclude with a message of understanding and gratitude, acknowledging the parents' support and cooperation during this period.

Sample Structure of a Medical Leave Letter from Teacher to Parents

Below is a typical outline that teachers can adapt to their specific circumstances:

Subject Line (for email correspondence): Medical Leave Notification for [Teacher?s Name]

Opening:

- Greet the parents.
- State purpose of the letter.

Body:

- Explain the reason for leave.
- Indicate the duration.
- Describe plans for student learning and management during absence.
- Offer contact details.

Closing:

- Express appreciation.
- Sign off with professional courtesy.

Best Practices for Writing a Medical Leave Letter from Teacher to Parents

To ensure your message is both professional and empathetic, consider these best practices:

- Be Concise but Informative: Avoid lengthy explanations but include all necessary details.
- Use a Respectful and Compassionate Tone: Show understanding of parents? concerns.
- Maintain Formality: Use professional language appropriate for school communication.
- Personalize When Possible: Address parents by name and mention specific class details.
- Provide Clear Instructions: If students need to complete assignments at home, specify deadlines and resources.
- Follow Up: Offer opportunities for parents to ask questions or seek clarification.

Sample Medical Leave Letter from Teacher to Parents

Subject: Medical Leave Notification for Ms. Jane Doe

Dear Parents and Guardians,

I hope this message finds you well. I am writing to inform you that I will be unable to attend classes from March 10 to March 20 due to health reasons requiring medical attention and rest.

During my absence, Mr. John Smith, an experienced substitute teacher, will be taking over the classroom to ensure that your child?s learning continues smoothly. He is well-versed with our curriculum and will maintain the standards of instruction we uphold.

To support your child's ongoing education, I recommend reviewing the assignments posted on the school portal, which include reading exercises and homework tasks. Please encourage your child to complete these activities at their convenience, and do not hesitate to contact the school office or Mr. Smith at [contact details] if you have any questions.

I sincerely appreciate your understanding and cooperation during this period. I look forward to returning to class and resuming our learning journey soon.

Thank you for your ongoing support.

Warm regards,

Ms. Jane Doe

Grade 4 Teacher

[School Name]

[Contact Information]

Additional Tips for Teachers

- Timing is Key: Send the letter well in advance of your leave to allow parents ample time to prepare.
- Use Multiple Channels: Besides written communication, consider following up via phone calls or school meetings if necessary.
- Include Emergency Procedures: If relevant, remind parents of emergency contact protocols during your absence.
- Maintain Confidentiality: Share only necessary information related to your health and avoid overly personal details.

Conclusion

A well-constructed medical leave letter from teacher to parents is a vital communication tool that ensures transparency, supports continuous learning, and fosters trust. By clearly outlining the reason for leave, the duration, and the measures in place to support students, teachers can reassure parents that their child's education remains a priority despite temporary absences. Employing professional language, empathetic tone, and comprehensive information will help navigate these periods smoothly, reinforcing a collaborative educational environment. As schools and educators prioritize student welfare, effective communication remains the cornerstone of maintaining strong partnerships with parents, especially during unforeseen circumstances like medical leaves.

QuestionAnswer What should be included in a medical leave letter from a teacher to parents? The letter should include the teacher's name, the date, a clear statement about the medical leave, the expected duration of leave, any assignments or responsibilities that need to be managed during their absence, and contact information if needed. How can a teacher professionally notify parents about their medical leave? A teacher can notify parents via a formal written letter or email, clearly stating the reason for leave, the dates of absence, and reassurance about continuity of learning or alternative arrangements for students. Is it necessary to mention the specific medical condition in the leave letter? No, it is not necessary to specify the medical condition; a general mention of health issues or medical reasons is sufficient to inform parents of the absence. How should a teacher address concerns from parents regarding the leave? The teacher should acknowledge parents' concerns, provide reassurance about student progress, and offer alternative contact methods or support during their absence. What is the appropriate tone for a medical leave letter from a teacher to parents? The tone should be professional, respectful, and empathetic, conveying appreciation for parents' understanding and cooperation. When is the best time for a teacher to send a medical leave letter to parents? Ideally, the teacher should inform parents as soon as possible once the leave is confirmed to allow time for adjustments and planning. Can a teacher include instructions for homework or assignments in the medical leave letter? Yes, including details about pending homework, assignments, and how students can access resources or support during their absence is helpful. Should a medical leave letter be sent via email or printed paper? Both are acceptable; email provides quick delivery and easy access, while printed letters may be more formal and suitable for official communication. How can a teacher ensure the medical leave letter maintains confidentiality? By avoiding specific medical details and focusing on the absence notice, the teacher can respect privacy while keeping parents informed.

**Related keywords:** medical leave letter, teacher to parents, absence notification, sick leave letter, school absence letter, teacher absence notice, parent notification letter, leave request letter, student absence explanation, teacher communication to parents

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