



**Nefertari International School, Cairo, Egypt
American & British Divisions**

**BRITISH DIVISION
MEETING REQUEST**

DATE: ____/____/20__

PLEASE FILL OUT THIS FORM AND SEND IT TO THE STAGE HEADMISTRESS

STUDENT NAME: _____ **YEAR LEVEL:** _____ **CLASS:** _____

PARENT NAME: _____ **CONTACT NUMBER:** _____

FACULTY/ STAFF MEMBER REQUESTED TO MEET WITH: _____

PLEASE SPECIFY THE REASON FOR THE REQUEST:

NOTE: TO FACILITATE AND ENSURE THE SMOOTHNESS OF THE OPERATION, PARENTS ARE KINDLY REQUESTED TO FOLLOW THE ALLOCATED TIME FOR THE APPOINTMENT (20 MIN.).

THIS PART IS FILLED OUT BY THE ADMINISTRATION ONLY

APPOINTMENT DATE: ____/____/____

APPONTMENT TIME: _____

In case the appointment time is not convenient, kindly notify the administration.

In case of not showing up for the meeting without any prior notification, the administration regrets to announce that the parent will not be able to meet with the faculty/ staff member before one month.

REGARDS,

Headmistress