

School Leaving Certificate Format For Teacher Document

School Leaving Certificate Format for Teacher

A school leaving certificate (SLC) for a teacher is an official document that certifies the termination of a teacher's employment with a school or educational institution. It serves as a formal record of the teacher's tenure, conduct, and performance during their period of service. When drafting or requesting a school leaving certificate format for a teacher, it is essential to ensure that the document is clear, comprehensive, and adheres to the standard formalities prescribed by educational authorities or institutions. In this article, we will explore the detailed format of a school leaving certificate for teachers, including essential components, sample templates, and tips for creating an effective and professional certificate.

Understanding the Importance of a School Leaving Certificate for Teachers

A school leaving certificate plays a crucial role in a teacher's career progression. It acts as proof of employment and is often required when applying for new teaching positions or other professional opportunities. The certificate also reflects the teacher's conduct, attendance, and performance during their tenure, which can influence future employment prospects.

Essential Components of a School Leaving Certificate Format for Teachers

A well-structured school leaving certificate should include specific key elements to ensure clarity and completeness. Below are the fundamental components that every certificate should encompass:

1. Heading and Title

- The document should prominently display the title "School Leaving Certificate" at the top, centered and in bold.
- Optionally, include the name of the school or institution issuing the certificate.

2. Reference Details

- Include a unique certificate or reference number for record-keeping.
- Date of issuance of the certificate.

3. Teacher's Personal Information

- Full name of the teacher.
- Date of birth.
- Address and contact details.
- Employee or staff ID number (if applicable).

4. Employment Details

- Date of joining the institution.
- Date of leaving or resignation.
- Position or designation held.
- Subject(s) taught or responsibilities undertaken.

5. Conduct and Performance

- A statement regarding the teacher's conduct, behavior, and professionalism.
- Brief remarks on teaching effectiveness and punctuality.
- Mention of any commendations or disciplinary issues (if any).

6. Reason for Leaving

- Clear statement regarding the reason for leaving, such as resignation, retirement, or transfer.

7. Declaration and Certification

- A declaration by the head or principal certifying the authenticity of the information provided.
- A statement verifying that the teacher has left the institution amicably and without any pending issues.

8. Signature and Seal

- Signature of the authorized signatory (principal/head of school).
- Official seal or stamp of the institution.

9. Footer Details

- Contact information of the school.
- Any legal disclaimers or notes.

Sample School Leaving Certificate Format for Teachers

Below is a sample template that illustrates the standard format for a school leaving certificate for a teacher:

School Leaving Certificate

This is to certify that Mr./Ms. [Teacher?s Full Name], son/daughter of [Parent/Guardian?s Name], has been employed at [School Name] from [Date of Joining] to [Date of Leaving]. During this period, he/she served as a [Designation/Subject Teacher].

His/Her conduct and behavior have been satisfactory, and he/she has maintained good discipline and punctuality throughout his/her tenure. The school has no pending issues or disciplinary actions against him/her.

Reason for leaving: [Resignation / Retirement / Transfer, etc.]

This certificate is issued upon his/her request for whatever purpose it may serve.

Given under my hand and seal on this [Day] day of [Month], [Year].

Signature of Principal/Headmaster

[Name of Principal/Headmaster]

Official Seal/Stamp

[School Name and Address]

Tips for Creating an Effective School Leaving Certificate for Teachers

To ensure that the school leaving certificate is professional, accurate, and serves its purpose effectively, consider the following tips:

1. Use Clear and Formal Language

- Maintain a professional tone throughout the document.
- Avoid ambiguous or informal language.

2. Verify All Details Before Issuance

- Cross-check personal and employment details for accuracy.
- Confirm dates, names, and signatures.

3. Keep the Certificate Concise and Relevant

- Include all necessary information without unnecessary elaboration.
- Focus on facts and official statements.

4. Use Official Letterhead and Seal

- Print the certificate on the school's official letterhead.
- Ensure the signature and seal are authentic.

5. Maintain Confidentiality and Respect Privacy

- Only include information relevant to the employment and departure.
- Respect the privacy of the teacher.

6. Follow the Institution's Format and Guidelines

- Adapt the format as per the specific policies of the school or educational board.
- Consult existing templates or legal requirements if available.

Conclusion

A properly formatted school leaving certificate for teachers is vital for reflecting the professional history and conduct of the individual. The format outlined above provides a comprehensive guide for educational institutions and teachers to prepare official and standardized certificates. Whether issuing or requesting a school leaving certificate, adhering to the established format ensures clarity, professionalism, and legal validity. Remember, a well-crafted certificate not only benefits the departing teacher in their future endeavors but also upholds the credibility and reputation of the issuing institution.

Keywords: school leaving certificate format for teacher, teacher leaving certificate template, official school leaving certificate, teacher employment certificate, sample school leaving certificate for teachers, how to write a school leaving certificate for teacher

School Leaving Certificate Format for Teacher: A Comprehensive Guide

In the realm of education, a school leaving certificate (SLC) serves as a vital document for teachers transitioning from one institution to another, or for those retiring or relocating. The school leaving certificate format for teacher is a standardized document that certifies a teacher's association with a particular school, details their tenure, and affirms their conduct and performance during their service period. Ensuring that this certificate adheres to a proper format is crucial for maintaining professionalism, legal compliance, and clarity. This article delves into the essential components of a school leaving certificate for teachers, the standard format, legal considerations, and best practices for issuance.

Understanding the Importance of a School Leaving Certificate for Teachers

A school leaving certificate is more than just an official document; it acts as a testimonial of a teacher's service and conduct. It is often required when:

- Applying for new teaching positions
- Seeking employment in government or private institutions
- Applying for further education or certifications
- Legal or administrative purposes

A well-structured certificate ensures transparency and provides prospective employers or institutions with verified information about the teacher's professional background.

Core Components of a School Leaving Certificate for Teachers

Creating an effective school leaving certificate involves including specific details that collectively verify the teacher's credentials and conduct. The key components include:

- Heading and Title

- The certificate should have a clear heading, typically 'School Leaving Certificate' or 'Experience Certificate'.

- The title should be bold and centered at the top for visibility.

- School Details

- Name of the school or institution

- Address

- Contact information

- School's registration or recognition number (if applicable)

- Date of Issue

- The date when the certificate is issued

- Usually placed below the school details or at the top right corner

- Teacher's Personal Information

- Full name

- Date of birth

- Address

- Contact details (optional)

- Service Details

- Designation/Subject taught

- Date of joining

- Date of leaving

- Total duration of service

- Nature of appointment (permanent, temporary, contractual)

- Conduct and Performance
 - A statement regarding the teacher's conduct
 - Remarks on professionalism, punctuality, and discipline
 - Any notable achievements or contributions
- No Objection or Clearance
 - A declaration that the teacher has no pending dues or liabilities with the institution
 - Clearance regarding property, library, or other resources
- Signature and Seal
 - Signature of the principal/headmaster
 - Official seal or stamp of the school
 - Designation of the signatory
- Additional Remarks (Optional)
 - Any specific notes or commendations
 - Recommendations for future employment

Standard Format of a School Leaving Certificate for Teachers

Below is a typical format that educational institutions follow when issuing a school leaving certificate for teachers. This format can be tailored to meet specific institutional or regional requirements.

[School Name]

[School Address]

[Contact Details]

[Registration/Recognition Number]

School Leaving Certificate

This is to certify that Mr./Ms. [Teacher?s Full Name], son/daughter of [Parent/Guardian Name], has been employed at [School Name] as a [Subject/Designation] from [Date of Joining] to [Date of Leaving].

During the tenure of employment, Mr./Ms. [Teacher?s Last Name] has maintained satisfactory conduct and performed his/her duties diligently. He/She has been punctual, disciplined, and committed to fostering a positive learning environment.

Service Details:

- Date of Birth: [DD/MM/YYYY]
- Address: [Teacher?s Address]
- Designation: [Subject/Position]
- Date of Joining: [DD/MM/YYYY]
- Date of Leaving: [DD/MM/YYYY]
- Nature of Appointment: [Permanent/Temporary/Contractual]

Conduct and Performance:

Mr./Ms. [Teacher?s Last Name] exhibited good conduct throughout his/her service period. He/She demonstrated professionalism and was respectful towards students and colleagues. No disciplinary issues have been reported against him/her.

Clearance and No Dues:

We declare that Mr./Ms. [Teacher?s Last Name] has no pending dues or liabilities towards the school regarding property, library, or any other resources.

We wish him/her all the best in future endeavors.

Date of Issue: [DD/MM/YYYY]

Place: [Location]

Signature of Principal/Headmaster:

[Name]

[Designation]

Seal/Stamp of the School

Legal and Administrative Considerations

When issuing a school leaving certificate for teachers, certain legal and administrative protocols must be followed:

- **Authenticity:** The certificate must be issued on the school's official letterhead with an authorized signature and seal.
- **Accuracy:** All details provided should be verified and accurate to prevent future disputes.
- **Confidentiality:** Personal information must be handled with confidentiality and discretion.
- **Compliance:** The format and content should comply with regional or national education department guidelines.
- **Timeliness:** Certificates should be issued promptly after the teacher's departure to ensure smooth transition and employment processes.

Best Practices for Issuing a School Leaving Certificate

To uphold professionalism and legal integrity, schools should adhere to the following best practices:

- Maintain a standardized template for consistency.
- Keep records of all issued certificates for future reference.
- Include a clear statement regarding the teacher's conduct and service.
- Ensure signatures and official seals are authentic and legible.
- Clearly specify the dates of employment and the reason for leaving (if applicable).
- Offer additional copies if requested by the teacher.

Conclusion

The school leaving certificate format for teacher is a critical document that encapsulates a teacher's professional history with an educational institution. It must be crafted carefully, ensuring all relevant details are included and verified, while also maintaining a formal and professional tone. A well-structured certificate not only facilitates the teacher's future employment opportunities but also preserves the integrity and reputation of the issuing institution.

By understanding the core components, adhering to legal standards, and following best practices, schools can efficiently issue authentic and comprehensive leaving certificates. As education continues to evolve, maintaining standardized and transparent documentation remains a cornerstone of professional integrity in the teaching community.

Question What is the standard format for a school leaving certificate for teachers? A standard school leaving certificate for teachers typically includes the teacher's name, designation, date of joining, date of leaving, reason for leaving, conduct and performance details, and official signatures. It should be printed on official letterhead with the school's logo and seal. Are there any specific legal requirements for issuing a school leaving certificate to teachers? Yes, legal requirements generally mandate that the certificate accurately reflects the teacher's service period, conduct, and reason for leaving, and must be signed by authorized school officials. It should also be issued following proper procedures to ensure authenticity and compliance with local employment laws. Can a school leave the certificate format vary from one institution to another? Yes, while there are standard elements, the format can vary based on the school's policies, regional regulations, or specific requirements. However, essential details like teacher's name, tenure, conduct, and signatures should be consistent. What details should be included in a school leaving certificate for a teacher? Key details include the teacher's full name, designation, date of appointment, date of leaving, reason for leaving, conduct and performance remarks, and signatures of the principal or authorized personnel, along with the school's official seal. Is it necessary to mention the reason for leaving in the school leaving certificate for teachers? While not always mandatory, including the reason for leaving provides clarity and transparency. It can be helpful for future employment verification and maintaining proper records. How should the signature and seal be affixed on the school leaving certificate for teachers? The signature should be done by the authorized principal or head of the institution, and the official seal or stamp should be affixed alongside to authenticate the document. These should be placed at designated areas as per the template. Are electronic or digital school leaving certificates acceptable for teachers? Acceptance of digital certificates depends on institutional policies and regional regulations. Many organizations accept digitally signed certificates, provided they are securely issued and verifiable, but some may still require physical hard copies. Can a teacher customize the school leaving certificate format for personal use? It is not recommended to customize or alter the official format without proper authorization, as it may compromise the document's authenticity. Teachers should request the official certificate from the school following the prescribed format. Where can I find a sample or template of a school leaving certificate for teachers? Samples and templates are available on educational department websites, official school portals, or legal resources online. It's advisable to use an official or certified template to ensure compliance with regional standards.

Related keywords: school leaving certificate, teacher, format, template, sample, document, certificate, template for teacher, leaving certificate format, teacher resignation certificate

Interchange3 Teacher 3edition Teacher Book

interchange3 teacher 3edition teacher book is an essential resource for educators seeking to deliver effective and engaging English language instruction. As part of the Interchange series by Cambridge University Press, this teacher's book provides comprehensive guidance, detailed lesson plans, and valuable teaching tips designed to enhance classroom learning experiences. Whether you're a new teacher or an experienced educator, the Interchange 3rd Edition Teacher Book offers a wealth of support to help you maximize student engagement and language acquisition.

Overview of the Interchange 3rd Edition Teacher Book

The Interchange 3rd Edition Teacher Book is a well-structured guide tailored to complement the Student Book, offering detailed instructions, teaching notes, and additional resources. It is designed to facilitate effective lesson planning, classroom management, and assessment strategies for teachers working with adult and young adult learners of English.

Key Features of the Teacher Book

- Comprehensive lesson plans aligned with the Student Book content
- Clear teaching notes and suggested activities
- Additional classroom resources and photocopiable materials
- Tips for differentiating instruction to meet diverse learner needs
- Assessment and evaluation guidance to monitor student progress
- Suggestions for integrating technology and multimedia tools

Benefits of Using the Interchange3 Teacher 3rd Edition Teacher Book

Utilizing the teacher's book can significantly enhance the quality of language instruction. Here are some of the primary benefits:

Structured Lesson Planning

The teacher book provides detailed lesson objectives, step-by-step procedures, and timing suggestions, enabling teachers to deliver lessons confidently and efficiently.

Enhanced Student Engagement

With a variety of activity ideas and resource suggestions, teachers can create dynamic lessons that motivate students and cater to different learning styles.

Support for Differentiated Instruction

The teacher's guide offers strategies to adapt lessons for learners with varying levels and needs, ensuring inclusive classroom environments.

Assessment and Feedback Tools

Built-in assessment suggestions help teachers evaluate student progress regularly and provide targeted feedback for improvement.

Structure and Content of the Interchange3 Teacher Book

The teacher's book is organized systematically, covering all units and modules of the Student Book. Its structure ensures ease of use and quick access to necessary information.

Unit-Based Approach

Each unit in the teacher's book corresponds directly with the Student Book, featuring:

- Lesson Goals: Clear objectives for each class
- Teaching Notes: Detailed instructions, tips, and suggested procedures
- Activity Variations: Options for different classroom settings or learner levels
- Additional Practice: Extra exercises or extension activities for reinforcement

Special Sections

Beyond unit-specific content, the teacher's book includes:

- Introduction and Overview: Guidance on course aims and pedagogical philosophy
- Teaching Tips: Strategies for classroom management, motivation, and fostering communication
- Assessment and Evaluation: Methods for testing comprehension and language skills
- Resource Appendices: Photocopiable worksheets, flashcards, and supplementary materials

How to Maximize the Use of the Interchange3 Teacher Book

To get the most out of this resource, consider the following tips:

Plan Ahead

Review the teacher's notes before each lesson to familiarize yourself with activities and objectives.

Diversify Activities

Utilize the suggested variations and additional resources to cater to different learning styles and keep lessons engaging.

Incorporate Technology

Leverage multimedia tools and online resources recommended in the teacher's book to enhance lessons and student interaction.

Assess and Reflect

Use assessment suggestions to monitor progress and adjust your teaching strategies accordingly.

Collaborate and Share

Share best practices and resources with colleagues to develop a supportive teaching community.

Who Can Benefit from the Interchange3 Teacher 3rd Edition Teacher Book?

This teacher's resource is suitable for a wide range of educators, including:

- English language teachers in adult education
- EFL/ESL instructors in secondary and tertiary institutions
- Private tutors seeking structured lesson guidance
- Teacher trainers and CELTA/TEFL certification candidates
- Curriculum developers and educational administrators

Where to Access the Interchange3 Teacher 3rd Edition Teacher Book

The teacher's book is available through various channels:

- Cambridge University Press official website
- Authorized educational bookstores
- Online platforms offering digital versions or e-books
- Educational resource bundles with Student Book and other series materials

When purchasing, ensure you select the correct edition to align with your curriculum and teaching context.

Final Tips for Using the Interchange3 Teacher Book Effectively

- Stay Flexible: Adapt lesson plans based on your students' progress and classroom dynamics.
- Engage Students: Incorporate interactive and communicative activities suggested in the guide.
- Reflect on Practice: Regularly review what works well and areas for improvement.
- Continue Professional Development: Use the resources and tips in the teacher's book to inform your teaching practices and stay updated with best methods.

Conclusion

The **interchange3 teacher 3edition teacher book** serves as an invaluable companion for English language teachers aiming to deliver effective, engaging, and well-structured lessons. Its comprehensive content, practical guidance, and rich resources empower educators to create a positive learning environment that fosters language development and learner confidence. By leveraging the features and strategies outlined in this teacher's guide, teachers can enhance their instructional skills and help students achieve their English language goals successfully.

Keywords: interchange3 teacher 3edition teacher book, Interchange series, English language teaching, teacher resources, lesson planning, classroom activities, language assessment, Cambridge University Press, EFL/ESL teaching, teacher guide, instructional strategies

Interchange3 Teacher 3rd Edition Teacher Book: A Comprehensive Guide for Educators

Introduction

Interchange3 Teacher 3rd Edition Teacher Book stands as a pivotal resource in the realm of English language teaching, especially for educators committed to fostering effective language acquisition in diverse classroom settings. As part of the renowned Interchange series developed by Cambridge University Press, this teacher's edition offers a wealth of pedagogical tools, detailed lesson plans, and strategic guidance designed to enhance both teaching effectiveness and student engagement. In this article, we delve into the core features, pedagogical philosophies, and practical applications of this essential resource, providing educators with a comprehensive understanding of how it can elevate their teaching practices.

The Evolution of Interchange: From Series to Teacher's Edition

A Brief History of the Interchange Series

Since its inception, the Interchange series has been a cornerstone in English language teaching, recognized for its balanced approach to language skills—listening, speaking, reading, and writing. The series has continually evolved to meet the changing needs of learners and teachers, integrating modern pedagogical theories, digital resources, and flexible lesson structures.

The Interchange3 Teacher 3rd Edition represents the latest iteration, refining its curriculum to align with contemporary language learning standards, including communicative competence and learner-centered methodologies. The teacher's edition is crafted not merely as a guide but as a comprehensive toolbox that empowers educators to deliver engaging, effective lessons.

Core Features of the Interchange3 Teacher 3rd Edition Teacher Book

- Detailed Lesson Plans and Teaching Notes

One of the most valued aspects of the teacher's book is its thorough lesson planning framework. Each unit includes:

- Step-by-step instructions to navigate through activities.
- Timing suggestions to optimize class flow.
- Teaching notes that clarify the objectives, common challenges, and tips for effective delivery.
- Alternative activities for differentiated instruction, accommodating varying learner levels and styles.

This structure allows teachers to prepare meticulously while remaining adaptable during lessons.

- Extensive Teaching Strategies and Methodologies

The teacher's edition emphasizes a communicative approach, encouraging interaction and real-world language use. It offers:

- Guidance on fostering learner autonomy, encouraging students to take ownership of their language development.
- Suggestions for incorporating technology, such as online exercises and multimedia resources.
- Approaches for managing mixed-level classes, ensuring all students are appropriately challenged and supported.

- Supplementary Resources and Materials

To enrich classroom experience, the teacher's edition includes:

- Audio scripts and transcripts, facilitating listening comprehension and pronunciation practice.
- Visual aids and flashcards, for engaging visual learning.
- Assessment tools, including quizzes and review exercises aligned with the unit content.
- Extra practice activities for homework or reinforcement.

- Focus on Skill Development and Integration

The book emphasizes integrated skills, reflecting real-life communication scenarios. It provides activities that blend listening, speaking, reading, and writing, encouraging students to develop a holistic language proficiency.

Pedagogical Foundations and Educational Philosophy

Emphasis on Communicative Competence

At its core, the Interchange series promotes the development of communicative competence—the ability to use language effectively and appropriately in social contexts. The teacher's guide underscores the importance of:

- Authentic communication activities that simulate real-life interactions.
- Role-plays, discussions, and problem-solving tasks to foster fluency and confidence.
- Contextualized vocabulary and grammar instruction that prioritize usage over rote memorization.

Learner-Centered Approach

The edition advocates for a shift from teacher-centered to learner-centered classrooms, encouraging:

- Active student participation.
- Personalized learning paths through flexible activity choices.
- Feedback and formative assessment to guide continuous improvement.

Cultural Awareness and Inclusivity

Recognizing the importance of cultural competence, the teacher's book includes guidance on integrating multicultural content and promoting inclusive classroom environments.

Practical Applications in the Classroom

Effective Lesson Planning

Using the teacher's edition, educators can craft lessons that are:

- Structured yet flexible, allowing adjustments based on student dynamics.
- Goal-oriented, with clear objectives for each session.
- Engaging, leveraging multimedia and interactive activities.

Managing Diverse Learner Needs

The detailed teaching notes facilitate differentiation by providing:

- Strategies for supporting weaker learners, such as scaffolding techniques.
- Extensions for advanced students, through additional challenges.
- Assessment tools to monitor progress and tailor future lessons.

Incorporating Technology and Multimedia

The teacher's edition encourages the integration of digital resources, including:

- Online quizzes and interactive exercises.
- Video materials that depict real-life scenarios.
- Language learning apps to supplement classroom activities.

Assessment and Feedback

With built-in assessment tools, teachers can:

- Conduct formative assessments to identify areas needing reinforcement.
- Use quizzes and review exercises to evaluate understanding.
- Provide constructive feedback that motivates and guides learners.

Benefits and Challenges

Advantages for Educators

- Comprehensive guidance reduces preparation time and increases confidence.
- Alignment with modern pedagogical standards ensures relevance.
- Rich supplementary materials enhance lesson diversity and engagement.
- Support for inclusive practices fosters equitable learning environments.

Potential Challenges

- Adapting to diverse classroom contexts may require additional customization.
- Technical integration depends on access to digital tools and infrastructure.
- Balancing curriculum demands with creative teaching approaches.

Final Thoughts

The Interchange3 Teacher 3rd Edition Teacher Book embodies a modern, pedagogically sound approach to teaching English as a second language. Its detailed lesson plans, strategic insights, and comprehensive resources make it an invaluable asset for both novice and experienced educators. By emphasizing communication, learner engagement, and cultural awareness, the resource equips teachers to create dynamic, inclusive, and effective language learning environments.

In an era where language education continually adapts to technological and societal changes, this teacher's edition provides a stable foundation, empowering teachers to inspire confidence, foster skills, and ultimately, help learners achieve their language goals. Whether used in traditional classrooms or blended learning settings, the Interchange3 Teacher book stands as a testament to effective, learner-centered teaching.

In conclusion, for educators seeking a reliable, comprehensive guide to delivering engaging English lessons, the Interchange3 Teacher 3rd Edition Teacher Book offers a balanced blend of pedagogical wisdom, practical tools, and innovative strategies. Its thoughtful design aligns with contemporary educational standards, making it a must-have resource for shaping proficient, confident communicators of tomorrow.

Question What are the main features of the Interchange 3 Teacher's Book (Teacher Edition) for the Teacher 3rd Edition? The Interchange 3 Teacher's Book for Teacher 3rd Edition includes detailed lesson plans, answer keys, teaching tips, and supplementary activities designed to

support teachers in delivering effective lessons and enhancing student engagement. How does the Interchange 3 Teacher's Book facilitate lesson planning for teachers? It provides structured lesson frameworks, clear objectives, suggested timings, and additional teaching resources, making lesson planning more efficient and comprehensive. Is the Interchange 3 Teacher's Book suitable for both new and experienced teachers? Yes, it offers guidance suitable for teachers at all experience levels, including teaching strategies, classroom management tips, and differentiated activities to accommodate diverse learners. Does the Teacher's Book include answer keys for student exercises? Yes, the Teacher's Book contains complete answer keys for all student exercises, enabling teachers to quickly assess and provide feedback. Are there additional resources or digital components included with the Interchange 3 Teacher's Book? While the physical Teacher's Book mainly contains print resources, supplemental digital materials such as online practice activities and audio files are often available through the accompanying digital platform or teacher resources website. How does the Interchange 3 Teacher's Book support differentiated instruction? It offers varied activity suggestions, extra practice options, and extension ideas to help teachers tailor lessons to meet the diverse needs of their students. Where can I purchase or access the Interchange 3 Teacher's Book (Teacher Edition)? The Teacher's Book can be purchased through major educational publishers, online bookstores, or accessed via official Interchange teacher resource websites, often requiring a teacher account or subscription.

Related keywords: interchange 3 teacher's edition, interchange 3rd edition teacher book, interchange teacher resource, interchange 3 teacher guide, interchange 3 student book, interchange 3 workbook, interchange teacher materials, interchange 3 classroom resource, interchange 3 teaching guide, interchange 3 teacher manual

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