



Ministero dell'Istruzione e del Merito
Ufficio Scolastico Regionale per il Lazio

ISTITUTO COMPRENSIVO "VIA DELLE ALZAVOLE"

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Scuola Secondaria I Grado: Via del Fringuello, 19 - Via Pietro Belon, 150 – Via della Tenuta di Torrenova, 130

To directora Ms Marta Ambite

CEIP “Fernández Vizarra”

Request for Hosting of Job Shadowing Mobility

Country: Italy

Project Code: 2024-1-IT02-KA121-SCH-000207473

Location: Rome

OID: E10337492

E-mail: Rmic83100g@istruzione.it

Following the approval and financing by the EU Commission and its National Agency, of the KA121 Project code 2024-1-IT02-KA121-SCH-000207473 under the Erasmus+ framework.

We kindly request your cooperation in the aforementioned project by hosting our teachers and supporting the successful implementation of the mobility according to the outlined plan:

- **Number of Participants:** 4
- **Duration of the Programme:** 5 days
- **Sectors:** Job Shadowing Activity for Staff
- **Dates:** 26/05/2025 – 30/05/2025
- **Hosting School:** Istituto Comprensivo Alzavole, Rome

We request your willingness to take part in this project and contribute to its objectives as follows:

1. Organize the Job Shadowing Activity for Teachers:

- Facilitate a short stay for participants aimed at exchanging best practices, acquiring skills, and building long-term partnerships through participative observation, as defined by the ERASMUS+ guidelines.

2. Provide Support in the Following Areas:

- Organizing the reception of candidates.
- Planning and implementing the job shadowing activity programme.
- Hosting and accompanying participants daily.
- Ensuring follow-up procedures, including qualitative and quantitative evaluations, to support the final reporting requirements.

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- Issuing certifications or supporting documents for certification as required by the project promoter.
- Cooperating with the promoter throughout the project duration.
- Disseminating and transferring project results.

All expenses related to travel, accommodation, subsistence, and local transport will be covered by the sending institution, based on funds received from the Erasmus+ KA121.

We look forward to your positive response and collaboration in supporting this enriching mobility experience.

Rome, 24.03.2024

Dr Paola Siravo
Headmaster