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Subject: Confucius Classroom Leadership Representative
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Attachments: [Confucius Classroom Leadership Representative.xlsx](#)

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Hello, CC administrators and teachers,

As you all know from our last Confucius Classroom Leadership Meeting back in August, the Chinese International Education Foundation (the Foundation) has taken over the responsibilities for guiding Confucius Classrooms (and Confucius Institutes) worldwide since June this year, replacing the former Confucius Institute Headquarters in China. As the Foundation is working to get everything organized, they need to have certain documents updated for their record. They would like to have a name of the current leadership representative from each Confucius Classroom for documentation purposes.

I have attached an Excel spreadsheet. It's very simple and straight-forward. Please fill it out and send it back to me at your earliest convenience so I can forward it to the Foundation.

Thank you very much and have a wonderful weekend!

Respectfully

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