

1/14/24

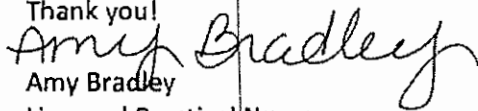
To Whom It May Concern:

The purpose of this letter is to request approval for an educational leave of absence from my position as an LPN at Lincoln Developmental Center. I have been accepted into the LPN-RN program at Grand Rapids Community College. The program is full time during the day so it prevents me from working my current full-time position.

The program begins on March 4, 2024 and ends December 13, 2024. My intent is to finish this program to further my education to make me more knowledgeable as a nurse and to gain an Associate's Degree in Nursing. After I complete the course, I intend to return to an LPN position at Kent ISD.

Please consider and approve this request as I truly love my job and want to continue in my role when I complete the program.

Thank you!



Amy Bradley

Licensed Practical Nurse

Lincoln Developmental Center