

Dear Dr. Conway,

I am writing to request to extend my current leave of absence under Article XII, B. 2 of the teacher contract, for the 2017-2018 school year. As you know per my original request, due to family and personal reasons my husband and I have temporarily moved to his hometown of Medellin, Colombia. During my time here I will continue to teach and grow as a professional as well as learn the Spanish language. I am confident that when I return I will have gained valuable skills that will allow me to better serve the students of Irving School.

Please let me know if I can provide further information or if you have any questions.

Thank you very much for your consideration in providing me with this opportunity for personal leave.

Sincerely,

Erin Roman