

14747 Washington Avenue
Harvey, IL 60426

Dr. Sophia Jones-Redmond
Harvey Public Schools District 152
16601 Lincoln Avenue
Harvey, IL 60426

Thursday, May 14, 2015

Dear Dr. Jones-Redmond,

I am completing the required course work and study for my K-12 Music Education teaching certification. I am writing to request a 15 week, non-paid, leave of absence. During these weeks, I am required to complete two student-teaching placements; one 9-week High School placement and one 6-week Middle School placement. With your permission, I would like to take a leave from Monday, August 24, 2015 to Friday, December 4, 2015.

I will train someone to maintain the work that is necessary for the Office of Special Services to remain at its compliance and speed of service until I return in December.

I am planning to return to the district to resume working as usual the following week after my student-teaching requirement has been fulfilled. In the event that there are any changes, I will immediately be in contact with the Director of Special Services and the Human Resources department to discuss options.

Thank you very much for taking the time to consider my request.

With gratitude,



Riqia S. Owens
riowens@harvey152.org
Phone: (708) 268-4768

CC: Dr. Denean Adams, Superintendent of schools

Dr. Kevin J. Nohelty, Asst. Superintendent of Business Operations and Human Relations

Sirlena Thomas, Human Resources Secretary

05-14-15P03:27 RCVD