

March 3, 2010

Dear Mr. Dooley,

I would like to formally request a maternity leave from my position as 0.5 RtI teacher at the Primary School. My estimated due date is May 7, 2010. I would like to continue working until my baby is born. At that time, I would like to take my leave for the remainder of the academic year, approximately four weeks. I plan to return to work at the beginning of the 2010-2011 school year. I have also been working to make the appropriate arrangements with Mr. Christensen. Please contact me with any questions or concerns. Enclosed you will find a written statement from my physician. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Lacey Watkins" with a long horizontal flourish extending to the right.

Lacey Watkins  
Response to Intervention Teacher  
Becker Primary School