

Dear Dr. Conway,

I am writing to request a leave of absence under Article XII, B. 2 of the teacher contract, effective March 1 through the end of this 2016-2017 school year. Due to family and personal reasons my husband and I will be temporarily moving to his home town of Medellin, Colombia. I will return to work in August for the start of the 2017-2018 school year.

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*

Erin Roman

Irving School

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