


Date: May 29, 2014

Dear Dr. Marty Lexmond, Kayla Russick, and members of the Shorewood School District School Board,

I would like to formally request a leave from my position as the Junior Kindergarten teacher at Atwater School for the 2014-2015 school year. I am expecting a child on September 23 and would like to take a family leave following my FMLA leave. I would like to return to my position as the Junior Kindergarten teacher at Atwater School for the 2015-2016 school year.

Given my due date, starting a classroom would not be fair to the incoming Junior Kindergarten families or a long-term substitute. If it is possible I would like to start the school year at another capacity, for example I could be of assistance in the Kickstart to Kindergarten screening process. The beginning of the school year is a busy time, and I would be happy to help at some capacity.

Thank you for your consideration in this matter. Please let me know your decision on this matter as soon as possible.

Sincerely,
Katy Pond 
Atwater School Junior Kindergarten Teacher
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