



Connie Newton <cnewton@wuhs.us>

Fwd: Leave of Absence Request

1 message

Lucas Francois <lfrancois@wuhs.us>
To: Connie Newton <cnewton@wuhs.us>

Tue, Apr 15, 2025 at 2:29 PM

Luke Francois, Ed.D.
Superintendent
Waterford Union HS District



----- Forwarded message -----

From: **Craig Kohn** <ckohn@wuhs.us>
Date: Thu, Apr 10, 2025 at 2:53 PM
Subject: Leave of Absence Request
To: Daniel Foster <dfoster@wuhs.us>, Lucas Francois <lfrancois@wuhs.us>

Dear Mr. Foster and Dr. Francois,

I hope this message finds you well. I am writing to formally request an unpaid leave of absence for the 2025-26 school year in order to accept a position as a Visiting Assistant Professor of Biology at Beloit College. This opportunity will allow me to further expand my academic and professional experience in a new setting, and I believe it will enhance my overall contribution to the district in the future.

As per district policy, I am submitting this request well in advance of the anticipated start of the leave. I understand that the leave would be for no more than one calendar year. At an appropriate time, I would like to discuss any details or procedures related to my time away, as well as the re-entry process upon my return.

Please let me know if there are any forms or additional steps I need to take to formalize this request. I appreciate your consideration and look forward to discussing this with you both.

Thank you for your time and understanding.

Best regards,
Craig Kohn

Craig Kohn, Ph.D.
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