

June 3, 2021

Wateville-Elysian-Morristown Public Schools  
500 East Paquin Street  
Waterville, MN 56096

Dear WEM Public Schools,

This letter is a formal request for a leave of absence for the 2021-2022 school year. I am requesting the leave of absence to begin August 30, 2021 and continue through June 3, 2022.

This request for a leave of absence is to take care of my twin grandsons, who were born May 29, 2021. My daughter and son-in-law have searched for various daycare options, but have not been able to find anything that works for them or for 2 infants!

If this leave of absence is approved, I can be available to offer any assistance to the person who replaces me, especially in providing some guidance and information in the beginning of the school year during workshop week.

I thank you for considering my request.

Sincerely,



Sheryl Reed  
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