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BY: JS

Dr. Margaret W. Longo and Dr. Lela Bridges-Webb
Superintendents
Harvey Public Schools
16001 Lincoln Avenue
Harvey, IL 60426

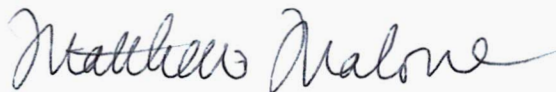
Dear Dr. Margaret W. Longo and Dr. Lela Bridges-Webb:

I have been a first-grade teacher in the district at Holmes Elementary School for over 10 years, from the fall of 2006-2007 through the current 2017-2018 school year. With this in mind, I have learned very much in my educational career in the district and feel that I have served the students and district of Harvey Public Schools well. I have currently been attending Governors State University in order to expand my knowledge. I am interested in taking a Career Leave of Absence to explore a change in career path.

I have thought long and hard about this step in my career and humbly ask for your approval of a Career Leave of Absence beginning August 15, 2018 through June 1, 2019. Please contact me if there are any further questions or requirements that I must fulfill before approval. If I need to complete any paperwork in the process, please contact me.

I look forward to your response in this matter.

Sincerely,



Matthew Malone