

# ERIC P. PLACE

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October 16, 2017

Derby Board of Education  
35 Fifth Street  
Derby, CT 06418

Dear Board Members,

This letter is a formal request for a leave of absence from my Paraprofessional position at Derby Middle School.

I need to fulfill a student teaching requirement for my certification program in Special Education at Southern Connecticut State University.

My student teaching assignment will take place between the following dates:

Start Date: Monday, January 16, 2018

End Date: Friday, May 4, 2018

I will return to work on Monday, May 7, 2018.

I have read Article 6 of the Paraprofessionals Contract and I understand the requirements and implications of unpaid leave.

Please let me know if I can provide further information or if you have any questions.

Thank you for your consideration.

Sincerely,

*Eric P. Place*

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