

Darren VanHeusen
8 Morningdale Ct.
Ballston Lake NY 12019

February 15, 2023

Susan Swartz
Superintendent of Schools
Scotia-Glenville CSD
600 Preddice Parkway
Scotia, NY 12302

Dear Mrs. Swartz

This letter is a formal request for an unpaid leave of absence for the 2023-24 school year. This letter is a follow up to our meeting on Tuesday, February 7, 2023. As we discussed, I will not require medical insurance.

Please let me know if you require any further information or have any questions.

Thank you very much for your time and understanding.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. VanHeusen', with a long horizontal flourish extending to the right.

Darren VanHeusen