

February 10, 2023

To Board of Education,

Please accept my request for a leave of absence from my current position as Typist at Scotia-Glenville High School, effective February 13, 2023-June 30, 2023, in order to accept a provisional Account Clerk Typist in the high school Guidance Office.

Thank you,

A handwritten signature in cursive script that reads "J. Wiegert". The signature is written in black ink and is positioned above the printed name.

Jeanna Wiegert

High School Guidance