

7 Sherwood Park Drive
Burnt Hills, NY 12027

April 26, 2023

Mrs. Susan Swartz
Superintendent
Scotia-Glenville Central School District
900 Preddice Parkway
Scotia, NY 12302

RE: Requesting Leave of Absence

Dear Mrs. Swartz:

Please accept this letter as a request for an unpaid Leave of Absence for the 2023-2024 school year. I am requesting leave for child care for my pre-kindergarten aged child.

Respectfully,

Brianna Thomas
Family and Consumer Sciences Teacher
Scotia-Glenville Middle School