

Kara Amann
42 McBride Road
Mechanicville, New York 12118

May 9, 2023

Susan Swartz
900 Preddice Parkway
Scotia, New York 12302

Dear Superintendent Swartz,

I am requesting to extend my leave of absence for the 2023-2024 school year due to child care purposes. I plan on re-enrolling in my Scotia-Glenville health insurance plan when I commence work in September 2024.

I appreciate your support during this time.

Sincerely,

Mrs. Kara Amann