

**Scotia - Glenville**

Lincoln Elementary School • 40 Albion Street • Scotia, New York 12302



**Central Schools**

John J. Geniti, *Principal*

Telephone: (518) 347-3600 Ext. 31101

Mrs. Swartz,

I would like to request an unpaid leave of absence from 12/12-12/19 due to medical reasons. If you need anything further from me, please let me know.

Thank you,

A handwritten signature in blue ink that reads "John J. Geniti".