

7 Sherwood Park Drive  
Burnt Hills, NY 12027

February 26, 2024

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 a Leave of Absence for the 2024-2025 school year. I am requesting leave for child care for my daughter born on November 3, 2023.

Respectfully,

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