

7 Sherwood Park Drive
Burnt Hills, NY 12027

February 23, 2025

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 2025-2026 school year. I am requesting a second year of unpaid leave for child care for my daughter born on November 3, 2023.

Respectfully,

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