

Sarah Huerta
934 Jackson St
Ketchikan, Ak 99901

January 5th, 2022

Mrs. Melissa Johnson
Ketchikan Gateway Borough School District
333 Schoenbar Rd.
Ketchikan, Alaska, 99901

RE: Requesting Leave of Absence

Dear Mrs. Johnson,

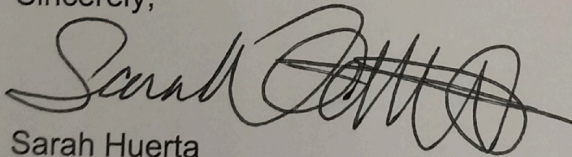
This letter is a formal request for a sixteen week leave of absence without pay as per Article IX, Section 8(a) of the district classified education support professionals contract. I am requesting this leave as I will be completing my student teaching courses through Grand Canyon University for the Fall of 2022. My last day of work would be the end of school year 2021-2022. I would return on the January 4th, 2023 for the remaining 2022-2023 school year.

I have been employed with the school district since 2013 where I have been continually located at the Pioneer Home IEA preschool as the paraprofessional. I have been working to complete my BA in Early Childhood Education. I am excited to begin my student teaching in August 2022 with Houghtaling Elementary.

I wish to continue working for the district when I graduate from GCU either as a paraprofessional or as a teacher if a position should be open. I would like to be considered for a future position in the IEA preschool program.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Huerta', with a large, stylized flourish at the end.

Sarah Huerta

cc: Tiffany Batura (signed copy through interoffice mail)
Michael Cron
Alonso Escalante