



Every Child, Every Chance, Every Day

Extension to Leave Child Rearing Leave

Name

Address

City, State, Zip

Date

Jean F. Lain, Assistant Superintendent for Personnel
Beacon City School District
10 Education Drive
Beacon, NY 12508

Dear Mrs. Lain:

I am writing to inform you that I would like to extend my original child rearing leave. My child's birth date was_____.

I plan to return to work_____.

Sincerely,

Your Name

cc: Dr. Fern Aefsky, Superintendent
Principal of your building
Diane D'uva, BTA Vice President