

Andrew Shook

August 28, 2021

Austin Stevenson
Soldotna Elementary School
162 E. Park Ave
Soldotna, Alaska 99669

RE: Requesting Leave of Absence

Dear Austin Stevenson,

This letter is a formal request for an eight-week leave of absence without pay, so that I may complete my student teaching duties in a general education classroom. My last day of work would be Friday, October 8th and I would return to my regular classroom on Monday, December 6th.

I can be reached [REDACTED] email at ashook@kpbsd.k12.ak.us at any time.

Thank you for your consideration.

Sincerely,



Andrew Shook

