



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Student Support Services

Amy Hagen, Coordinator

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Email: ahagen@kpbsd.k12.ak.us

DATE: 5/21/26

TO: Human Resources

A handwritten signature in black ink, appearing to be "W. J. ...", is written over the "TO:" line.

FROM: Amy Hagen, Coordinator

A handwritten signature in black ink, reading "Amy Hagen", is written to the right of the "FROM:" line.

RE: Long Term Substitute Contract

Patricia Vink has substituted for more than 20 consecutive days, as of April 23, 2026, in a certificated teaching position. I would like to request a long-term substitute teacher contract be issued.