

Dear Parent(s) / Guardian(s),

As many of you already know I will be taking a maternity leave of absence starting this month. My last scheduled day before the leave is Friday, February 17th, the day before Ski Week. I will be at school on Monday, February 27th to help my substitute teacher get up to speed and make the transition smoother, but as of this date he or she will take over my classes. My instruction to the sub will be to continue the class policies that I have put in place, but as of the 27th the class will be entirely run by my replacement.

The teacher assigned to take over the class in my absence is not known at this point, but the administration and the district have been working very hard to find a permanent substitute with a strong math background. You will be informed once a teacher has been selected. Please do not hesitate to contact him or her with any questions you may have.

It has been a great pleasure getting to know your child these past months and I am confident that they will make a smooth adjustment in February.

Sincerely,

Eri Pruett  
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