

## Northeast Elementary Extended Day Request/Approval Form

Date \_\_\_\_\_

Robert Van Keuren  
Director of Human Resources  
Ithaca City School District  
400 Lake Street  
Ithaca, NY 14850

Northeast Elementary School  
Ithaca City School District  
425 Winthrop Drive  
Ithaca, NY 14850

Mr. Van Keuren:

As a current staff member of Northeast Elementary School, I would like to express my interest in being a Board of Education approved member of the Extended Day staff at Northeast Elementary School during the 20\_\_\_\_ - 20\_\_\_\_ academic year.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_ (print)

\_\_\_\_\_ (sign)

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I would like to request Board of Education approval for this staff member to be a part of the Extended Day Program staff at Northeast Elementary School for the 20 \_\_\_\_ - 20 \_\_\_\_ academic year as a \_\_\_\_\_ (please specify teacher, teaching assistant, or lead teacher), at the hourly rate of \_\_\_\_\_, for up to \_\_\_\_\_ hours per week.

\_\_\_\_\_  
Principal