

April 27, 2022

To Whom it May Concern:

My name is Reece Thorsland and I have been a substitute teacher here at Charlotte Valley Central School for just over a year, working in classrooms during the school year and over the summer. I have submitted my fingerprints for the school records and have been cleared as an employee of the district. This being said, I am writing to you today in order to request your approval to come into the school and volunteer in classrooms on days when I am not working. I have done a lot of volunteering in the past and am hoping to be able to do so again whenever I am not subbing in a classroom.

I am currently an elementary education major at SUNY Oneonta and am going into student teaching in the fall. In the time that I have worked here I have fallen in love with the school community and appreciate all of the experience that I am gaining. I hope to continue to work with the students of Charlotte Valley, even when I am not working, so that I can continue to watch their growth and help them to learn. For this reason, I am hoping that I can gain your approval to volunteer in classrooms and work with students on days when I am available, even if I am not scheduled to work.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Reece Thorsland". The signature is written in dark ink and is positioned above the printed name.

Reece Thorsland