DATE

Dear Dr. Pedersen,

My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a student in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school district. The district will be implementing the hybrid plan. My child will be attending school in person on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  days and will be going remote on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days. Therefore, I will be invoking the Federal Cares Act which will allow me up to twelve weeks at 2/3 regular rate, not to exceed $200 per day or $2,000 in total.

If there is anything else that needs to be done, please let me know. Thank you in advance for your understanding,

Sincerely,

TEACHER’S NAME

TEACHER’S SIGNATURE

SCHOOL BUILDING

Cc Lori Skonberg

 YOUR BUILDING PRINCIPAL

 Barbara Dorn, Personnel Office