PLEASE PRINT ON SCHOOL LETTERHEAD

***M E M O R A N D U M***

**TO:** Katey Benne, Employment Manager

Louis Merrill, Position Control Coordinator

**FROM:**  ENTER NAME, SITE, and TITLE

**DATE:** ENTER DATE

**RE:** Utilization of Support Staff for Classroom Coverage

The following support staff members will be utilized to provide classroom coverage for the remainder of the 2023-2024 school year.

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| --- | --- | --- | --- |
| **Employee Name** | **Employee ID#** | **Title** | **Training Completion Date** |
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