

LEAVE VERIFICATION/REIMBURSEMENT

To: Ms. Kathryn Shaw
Payroll

From: Taylor Giselbach Employee Name
Teacher Position

In error, I neglected to sign the timesheet for the following date/s:

June 12, 2024

This serves as confirmation that I was in attendance on the date/s listed above.
Please make the necessary adjustments.
Thanking you in advance for your rapid assistance in this matter.

Taylor Gisellack 7/11/24
Signature of Annapolis Middle School Employee Date

Signature of Annapolis Middle School Principal Date