

December 12, 2018

Dear Families,

I am writing to let you know that I will be out of the classroom from December 21, 2018-February 1, 2019 due to medical reasons. Mrs. Debra Walker will be my substitute during this time. I will be meeting with Mrs. Walker to be sure the transition is as smooth as possible.

If you need to communicate with Mrs. Walker, you can send a note in with your child or email Mrs. Twibell at ktwibell@phm.k12.in.us and she will relay the message.

Thank you for your understanding.

Sincerely,

Katie Harris

