

To Whom It May Concern:

This statement is being made in order to establish a record of unused sick leave retirement credit.

My employment in the Richland Parish School System began _____ and continued through _____, a total of _____ years.

Base on available records and on my own personal remembrance, I estimate that I have used _____ days of the number allowed during this period of employment.

Signature

Superintendent

Sworn to and subscribed before me on this the ____ day of _____, _____

Notary Public