February 8, 2017  
Kayley M. Bartlett  
706 E Lenoir St.  
Raleigh, NC 27601

Queridos padres y tutores legales,

As some of you already know, I would like to inform you all of the happy news of my pregnancy and that I will consequently be going on maternity leave starting at the end of February or the beginning of March. My due date is March 5th. I will miss each one of my students while I am away on maternity leave, but trust that they will continue to thrive under the guidance of my substitute.

In my absence, Srta. Kaye Eshelman will be teaching my classes. She is a certified teacher with an undergraduate degree in Spanish/ teacher education and a graduate degree in ESL. She recently finished school at Michigan State University and has been abroad to Spain several times. Some students may already be familiar with her because she has subbed a few times at Ligon and she has come to visit my classroom during the day. I feel confident that she will be a good fit for the needs and personalities of my students, especially with continuing their proficiency in the language. She also has my contact information if any help with the class is needed while I am gone.

During my time of maternity leave, I will be happy to continue to answer emails from students and parents after the first couple of weeks. If you have any questions, comments or concerns, please feel free to leave me a message by e-mail at [kbartlett2@wcpss.net](mailto:kbartlett2@wcpss.net). If I cannot return your e-mail for some reason, please contact Lindsey Cooke who will be taking my place as the World Languages department chair at [lcooke@wcpss.net](mailto:lcooke@wcpss.net). You can always also speak with your grade level counselor. I look forward to seeing you all again when I return to the classroom!

Sinceramente,  
Kayley Bartlett  
Mrs. Kayley M. Bartlett