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To Whom It May Concern:

We are writing this letter to dispute the findings of our auditor regarding the “highly qualified” license status of John Henry Sikora. This date was inadvertently entered incorrectly by our HR administrative assistant in the 17-18 school year.

John has always taught in grades 1-8 alternative EBD program, Whatever It Takes (WIT). He is listed as 9-12 secondary on the 1202 report, yet the program does not serve those grades or levels.

Please let us know how to rectify this error.

Best regards,

Linda

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