



**Dedicated To Continuous Growth For All**

May 9, 2025

Wisconsin Department of Public Instruction  
Attn: Customer Services Team  
125 S Webster Street  
PO Box 7841  
Madison, WI 54707

Re: 2024-2025 WISEstaff Date Errata

While assisting a staff member with her licensing, I discovered that I had reported her incorrectly in her assignment for the 2024-2025 school year.

Staff member Stephanie Matthew (Entity#886752) was reported 100% as 53-0610 Chemistry, she should have been reported 25% Biology 53-01605 and 75% Chemistry 53-01610.

If you have any questions or need any additional information, please contact me at 920.894.5113 or [boleary@kiel.k12.wi.us](mailto:boleary@kiel.k12.wi.us).

Thank you for your assistance in resolving this matter.

Sincerely,

A handwritten signature in black ink that reads "Becky O'Leary". The signature is written in a cursive, flowing style.

Becky O'Leary  
Payroll Coordinator  
Kiel Area School District