

Shelby Lofthouse
English I & III Teacher
Brazos High School
8/13/2025

Dear Parents and Guardians,

I hope this letter finds you and your family well. I am writing this to inform you that I will be taking a short leave of absence in November and plan to return to the classroom in early to mid-January.

During my leave, a qualified substitute teacher will be leading the class and following carefully prepared lesson plans that align with our curriculum and expectations. I will also work closely with administration and the substitute to ensure a smooth transition and continued academic progress for your student.

My goal is to make this transition as seamless as possible. Students will continue to have structured lessons, assignments, and assessments during my absence, and I encourage you to reach out if you notice your child needs additional support or has questions during this time. Please encourage your student(s) to check Google Classroom daily for any assignments or announcements. I will provide video lessons on there as well.

I appreciate your understanding and support. If you have any questions or concerns, please feel free to reach out to me before my leave begins (or during).

Warm regards,

Shelby Lofthouse
English I & III Teacher
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