

REQUEST LETTER

Principal
Our School
At This Address
Our Town, State Zip

Dear Principal,

It was a pleasure meeting you recently at the second grade open house. As we briefly discussed there, our family has an amazing opportunity to live and work in Mexico for 18 months starting this winter. This will require our daughter to be gone from Our School from late January 2002 through the 2003 school year. She will essentially complete second grade and attend all of third grade in Mexico. We will be back in the summer of 2003 and fervently hope she can return for fourth grade at Our School in the fall of 2003.

We have already spoken with several teachers about ways we can ensure that she will return with the skill set necessary to enter fourth grade smoothly and easily. We intend to accomplish this by working closely with the second and third grade Our School teachers as we gather and develop teaching materials and curriculum.

We intend to enroll our daughter in a Mexican school and (as we do now) to supplement her educational experience with projects and activities at home to ensure that she remains at the same educational level as her peers at Our School. Of course, she will also return with the rich educational background provided by living in another country, experiencing another culture and becoming fluent in another language. All of this, she will be able to share with her classmates when we return (and while we're gone via our family's website).

We believe that Our School is an exceptional school and that our daughter is precisely the kind of student the school is intended to serve. We also feel that parental involvement is crucial to the success of this or any school and, as such, our family has been very active in school and classroom activities in the last two years. It is extremely important to us, and to our daughter, that she is able to return to Our School in the fall of 2003. We are willing to do whatever is required to help make that happen. Please advise us as to what steps we should take to guarantee her spot for fourth grade.

Thank you so much for your attention to this matter.

CONFIRMATION LETTER

Principal
Our School
At This Address
Our Town, State Zip

Dear Principal,

Our daughter (name) will be out of the country from February of 2002 through the 2002/03 school year. She will be traveling with her family on sabbatical for 18 months. She will complete second grade and attend all of third grade in Mexico and will return with the skill set necessary to enter fourth grade without difficulty.

This is a letter to acknowledge, per our recent discussions, that our daughter will retain her placement at Our School during her absence, and will rejoin her classmates for fourth grade at the start of the 2003/04 school year.

We will complete the "Intent to Return" form when it is sent in the winter of 2003, and will assume that she is guaranteed a fourth grade spot at Our School unless we are notified otherwise. Please initial this letter to acknowledge receiving it and place it in her file for future reference.

Thank you so much for your attention to this matter,

Cc: Our daughter's teacher

MONTHLY BUDGET WORKSHEET

CATEGORY	BUDGET AMOUNT	ACTUAL AMOUNT	DIFFERENCE
INCOME (during your sabbatical):			
Wages (earned abroad)			
Interest/Investment Income			
Savings			
Miscellaneous Income (include income from house rental, gifts, etc.)			
Income Subtotal			
EXPENSES (back home):			
HOME:			
Mortgage/taxes/insurance			
Home Repairs/Maintenance			
Property management services			
Storage fees (for car or belongings)			
UTILITIES: (as agreed by contract with renter if leasing your home)			
Electricity			
Water and Sewer			
Natural Gas or Oil			
Telephone			
Expenses at home subtotal			
EXPENSES (abroad):			
HOME:			
Mortgage/taxes/insurance			
Maid, cook or gardener			
UTILITIES: (as agreed by contract with landlord)			
Electricity			
Water and Sewer			
Natural Gas or Oil			
Telephone (landline, cell, VoIP,			

callback services or long distance)			
Computer (Internet, DSL, Cafes, Dial up connection, repair service, maintenance etc.)			
HEALTH AND MEDICAL:			
Insurance (life, medical, dental, vision)			
Out-of-Pocket Medical Expenses			
Fitness (Yoga, Massage, Gym)			
EDUCATION:			
School fees, inscription fees, uniforms, books and materials			
Daycare or preschool			
Tutors			
TRANSPORTATION:			
Car Payments			
Gasoline/Oil			
Auto Repairs/Maintenance/Fees			
Auto Insurance			
Travel to and from sabbatical destination (convert one-time cost to monthly amount)			
Other (tolls, bus, subway, taxi)			
DEBT PAYMENTS: (Try to pay these off before you go!!!)			
Credit Cards			
Student Loans			
Other Loans			
ENTERTAINMENT/RECREATION:			
Cable TV/Videos/Movies/CDs/DVDs			
Books, computer games, toys			
Hobbies/classes			
Babysitters			
Plays, concerts			
Vacations (day trips, weekend trips, etc.)			
PETS:			
Food			

Grooming, Boarding, Vet			
CLOTHING/SHOES:			
FOOD AND LIQUOR:			
Restaurant meals			
INVESTMENTS AND SAVINGS:			
Emergency Fund (20% cushion, if possible)			
MISCELLANEOUS:			
Toiletries, Household Products			
Gifts/Donations			
Grooming (Hair, Make-up, Other)			
Miscellaneous Expenses (include luggage, visa and passport expenses, etc.)			
Total Investments and Expenses			
Surplus/Shortage (Spendable income minus expenses & investments)			

For expenses incurred more or less often than monthly, convert the payment to a monthly amount when calculating the monthly budget.