

Santa Rosa District Schools

Berryhill Administrative Complex
6751 Berryhill Road
Milton, Florida 32570



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Linda S. Novota
Director

April 29, 2013

Mr. Tim Wyrosdick
Superintendent,
Santa Rosa District School
5086 Canal Street
Milton, Florida 32570

Dear Mr. Wyrosdick and School Board Members,

Due to an extensive amount of traveling by this employee, we request your approval for an increase in her maximum travel cap amount for In-County travel. This request is for the remainder of the 2012-2013 school year for the amount indicated below. This individual travels to various school sites and/or home visits throughout the year.

Michelle Seal – increase \$2,000.00

Your consideration of this request is greatly appreciated.

Respectfully,

Linda S. Novota
Director, Exceptional Student Education

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SRCSD HRO