



**KATE SULLIVAN ELEMENTARY SCHOOL  
EXTENDED DAY**

# **TAX Letter Request**

- Please email all request to [birtk@leonschools.net](mailto:birtk@leonschools.net) and cc Ms. Menard at [menards@leonschools.net](mailto:menards@leonschools.net)
- Include your students first and last name
- Include your first and last name
- Include when you are needing the letter for, i.e. Spring of 2024, Summer of 2024, Fall of 2024 or for the entire year.
- Please allow 2-3 business days for receipt of letter.
- Please note that tax letters will be addressed to individuals that have made payment.