

April 30,

Matt Nichols
Superintendent
Coshocton City Schools

Dr. Trista Claxon
Assistant Superintendent
Coshocton City Schools

Dear Matt and Trista,

I am writing to formally announce my retirement from my position as Secretary in the Special Education Department with Coshocton City Schools, effective June 30, 2026.

After 16 years of service, this decision comes with both gratitude and reflection. It has been a privilege to support the students, families, and staff in the district, and I am truly thankful for the relationships and experiences I've gained along the way.

I am proud of the work we have done in the Special Education Department and will always value being part of a team dedicated to helping students succeed.

I will do everything I can to ensure a smooth transition before my departure. Please let me know how I can assist during this time.

Sincerely,



Amy C. Shutt