

Shawwna Rule

From: Todd Hellrigel
Sent: Thursday, October 15, 2026 9:08 AM
To: Shawwna Rule
Cc: Sally Timm
Subject: Fw: Request the leave of absence

Shawwna,
Please add this to next week's meeting.
Thanks,
Todd

From: Cheyenne Byrd <cbyrd@midwestcentral.org>
Sent: Thursday, October 15, 2026 8:32 AM
To: Todd Hellrigel <toddh@midwestcentral.org>; Connie Matthews <cmatthews@midwestcentral.org>
Subject: Request the leave of absence

Dear Dr. Hellrigel and Members of the Board of Education,

I am writing to formally request a leave of absence approximately beginning October 26, 2026, for five weeks, with an anticipated return during the first week of December.

The purpose of this leave is to further my education by completing an externship as part of my veterinary technician program. This externship is an important part of my education and will allow me to gain hands-on experience and develop the skills necessary to pursue my career goals.

I understand the importance of my responsibilities at work, and I appreciate your consideration and understanding as I take this time to complete this educational requirement.

Please let me know if there are any forms, documentation, or additional steps I need to complete to formally submit this request. Thank you for your time and consideration.

Sincerely,
Cheyenne Byrd

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