



CHELSEA
SCHOOL DISTRICT

NORTH CREEK ELEMENTARY

699 McKinley Street
Chelsea, MI 48118
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March 31, 2025

**Mike Kapolka
500 Washington Street
Chelsea, MI 48118**

Dear Mike Kapolka,

**I am writing to request a part-time leave of absence for the
2025-2026 school year. This will allow me the opportunity to do
a job share with Heather Hay.**

Sincerely,

Jennifer Tracht