



CHELSEA
SCHOOL DISTRICT

NORTH CREEK ELEMENTARY

699 McKinley Street
Chelsea, MI 48118
P: 734.433.2203
F: 734.433.2213
www.chelsea.k12.mi.us

April 1, 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 continue a job share with Jennifer Tracht.

Sincerely,

Heather Hay