



CHELSEA
SCHOOL DISTRICT

NORTH CREEK ELEMENTARY

699 McKinley Street
Chelsea, MI 48118
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January 16, 2026

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

Dear Mike Kapolka,

I am writing to request a part-time leave of absence for the 2026-2027 school year. This will allow me the opportunity to do a job share with Heather Hay.

Sincerely,

Jennifer Tracht