



HOWARD LAKE • WAVERLY • WINSTED

**JIM SCHIMELPFENIG, MIDDLE SCHOOL PRINCIPAL**

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November 7, 2023

Dear ISD 2687 Board of Education:

Alayna Oltmanns has requested FMLA leave beginning on or about March 23, 2024, and returning on May 13th, 2024, I am requesting that you approve this leave.

Thank you,

Jim Schimelpfenig  
Principal