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**HUMPHREY ELEMENTARY SCHOOL**

803 Elm Avenue, Box 248  
Waverly, MN 55390  
320-543-4680

Jennifer Olson, Elementary Principal  
jolson@hlww.k12.mn.us

**WINSTED ELEMENTARY SCHOOL**

431 N. 4<sup>th</sup> Street, Box 160  
Winsted, MN 55395  
320-543-4690

November 28, 2023

To: HLWW School Board  
From: Jennifer Olson, Elementary Principal  
RE: Extension of leave

I received a request from Emily Youngren for an extension of her current leave with an expected need through the end of the 2023-24 school year. We have paperwork to support the extension. I'd ask that Emily's leave extension be approved. Emily will also continue to be in contact if needs should change.

Thank you,

Jen Olson