



HOWARD LAKE • WAVERLY • WINSTED

**JIM SCHIMELPFENIG, MIDDLE SCHOOL PRINCIPAL**

8700 CTY RD 6 SW • PO BOX 708 • HOWARD LAKE, MN 55349

PHONE: 320-543-4660 • FAX: 320-543-4632

### Extended Student Absences

Students who are absent, but well enough to complete their work, should follow their daily schedule and log into the Google Classroom for each class. Students can click on “Classwork” and find “Instructions for Absent Students” at the very top. As students click on this material, they will find specific instructions on how to keep up with each of their classes throughout the day. In addition, students can see specific times teachers may be available for assistance and other resources teachers may provide to assist students with their work. If live streams are available, students are encouraged to watch but are asked to mute themselves and have their camera off. If they have questions, they should contact the teacher, and the teacher will establish a time to meet online with the student.

If your child needs paper copies or other materials to complete their work during their absence, the teacher will bring those materials to the office. Tami Bangasser will contact you to arrange for those materials to be picked up. If your child needs items from their locker, you may contact Tami at [tbangasser@hlww.k12.mn.us](mailto:tbangasser@hlww.k12.mn.us) or call 320-543-4660 to arrange for those items to be picked up. If you have any other questions or concerns about your child’s make-up work, please email their teacher or myself at [jschimelpfenig@hlww.k12.mn.us](mailto:jschimelpfenig@hlww.k12.mn.us) .

Thank you,

Jim Schimelpfenig,