

**Patricia Garcia, Ph.D.**  
Superintendent of Schools  
355 High Street, Unit B  
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*Every student, every day,  
in every classroom!*



**Human Resources Department**  
Jeralynn Beghetto  
Director of Human Resources  
355 High Street, Unit B, Office 130G  
Willimantic, CT 06226  
Phone: (860) 465-2301 / Fax: (860) 465-2309  
[hr@windham.k12.ct.us](mailto:hr@windham.k12.ct.us)

Date: May 15, 2018

To: All Benefits Eligible Employees

From: Benefits Office

**RE: Confirmation of Benefits Enrollment**

**As no elections were received for you during the 2018- 2019 Open Enrollment Period (May 28, 2018 – June 15, 2018), your previously elected health insurance benefit selection will remain in effect.**

I acknowledge that I have been informed of the open enrollment meetings and at this time I wish to continue my health benefits with my current elections and without change.

If you have any questions you can reach out to the Benefits Office by phone at (860) 465-2302, in person Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. at the Central Office, or via email at [benefits@windham.k12.ct.us](mailto:benefits@windham.k12.ct.us)

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Printed Name

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Signature

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Date

Thank you,

Benefits Office  
Windham Public Schools, Human Resources  
355 High Street, Unit B, Room 130G  
Windham, CT 06226  
Phone: (860) 465-2302  
Fax: (860) 465-2309  
[Benefits@windham.k12.ct.us](mailto:Benefits@windham.k12.ct.us)

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