

January 4, 2023

Dear Dr. Schmiesing and Celina Board of Education,

Hello! My husband will be out of town on a business trip the week of March 20th 2023, and I would love to accompany him on this trip. In saying this, I would be absent 5 days. I have 3 personal days, which I would use for Monday March 20th, Tuesday March 21st, and the Wednesday, March 22nd. However, I am kindly asking permission to receive 2 'deduct days' for Thursday March 23rd, and Friday March 24th. As always, I will have the necessary lesson plans for my substitute(s) prepared, and current grades submitted. I appreciate your time and consideration with this matter.

Respectfully,



Kasandra K Holstad