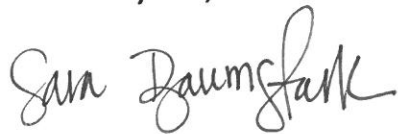


July 25, 2016

Dear Dr. Schmiesing,

I would like to request a deduct day for Friday, August 19, 2016. I have discussed my situation with Michelle Duncan. My classroom will be ready and I will be at the in-service on Monday, August 22nd.

Thank you,

A handwritten signature in black ink that reads "Sara Baumstark". The signature is written in a cursive style with a large, looping initial 'S'.

Sara Baumstark