

December 6, 2017

Dear Dr. Schmiesing,

My name is Kasandra K Holstad, 4<sup>th</sup> grade teacher at CES. My husband will be out of town on a business trip the week of March 19<sup>th</sup> 2018, and I would like to accompany him on this trip. In saying this, I would be absent 5 days. I have 2 personal days remaining, which I would use for Monday, March 19<sup>th</sup> and Tuesday, March 20<sup>th</sup>. However, I am kindly asking permission to receive 3 'deduct days' on Wednesday, March 21<sup>st</sup>, Thursday, March 22<sup>nd</sup>, and Friday, March 23<sup>rd</sup>. As always, I will have the necessary lesson plans for my substitute prepared, and current grades submitted. I appreciate your time and consideration with this matter.

Respectfully,



Kasandra K Holstad