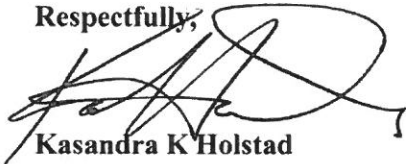


January 3, 2019

Dear Dr. Schmiesing,

Hello! My husband will be out of town on a business trip the week of March 18th 2019, 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 18th, Tuesday March 19th, and Wednesday March 20th. However, I am kindly asking permission to receive 2 'deduct days' for Thursday March 21st and Friday March 22nd. 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,

A handwritten signature in black ink, appearing to read 'Kasandra K Holstad', written over a horizontal line.

Kasandra K Holstad