

1/13/23

Good Afternoon Dr. Schmiesing,

My husband and I will be out of town Monday, March 20-Wednesday, March 22, 2023. In saying this, I would be absent 3 days. I have 2 personal days, which I would use for Monday, March 20 and Tuesday, March 21, 2023. However, I am kindly asking permission to receive 1 'deduct day' for Wednesday, March 22, 2023. I will have the necessary lesson plans for my substitute prepared and materials ready for my students. I appreciate your time and consideration with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Erin M. Weigel". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Erin M. Weigel