

February 21, 2022

My husband and I are planning a short vacation to Hocking Hills April 8 through April 10. I am requesting the following day off:

Friday April 8, 2022 - 1.0 deduct day

As of today, I have zero personal days remaining for the school year.

Thank you for your consideration on this matter,

Megan Highley
Intervention Specialist
Celina Middle School

A handwritten signature in black ink that reads "Megan Highley". The signature is written in a cursive style and is positioned below the typed name and title.

RECEIVED

FEB 23 2022

CELINA CITY SCHOOLS