

Celina City Board of Education
585 E. Livingston Street
Celina, Ohio 45822

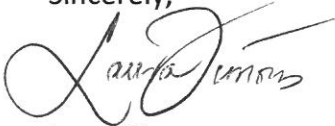
August 23, 2018

Dear Celina City Board of Education,

In April of this year, I agreed to be a parent chaperone for my daughter's 8th grade trip to Washington DC with Coldwater Middle School. This excursion is scheduled for Sunday, October 21 to Friday, October 26. I will use my 3 personal days for Monday, October 22, through Wednesday, October 24. To cover the remainder of my absence, I am seeking approval for 2 deduct days from my contract that will run from Thursday, October 25 to Friday, October 26.

I thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Laura Simons". The signature is written in black ink and is positioned above the typed name.

Laura Simons
Second Grade Teacher
Celina Primary School