

From: **Sheila Baltzell** <[sheila.baltzell@celinaschools.org](mailto:sheila.baltzell@celinaschools.org)>  
Date: Wed, Aug 24, 2016 at 7:43 AM  
Subject: Deduct Days  
To: Phil Metz <[Phil.Metz@celinaschools.org](mailto:Phil.Metz@celinaschools.org)>

Dear Phil,

As we discussed, I am requesting the use of 3 deduct days for May 18, 19, and 22, 2017 (Th, Fr and Mon).

This is to attend the college graduation of my niece Stephanie (BS Criminal Justice) and her dad, my brother in law, Paul (Master in Engineering).

They will graduate from Roger Williams University, Bristol, RI in the same ceremony on Saturday that weekend, and we have a BIG party planned.

I need travel time as we will have to fly.

I have already spoken to Roberta LePage (who covers library for me) and she is available to sub.

Please send on my request to Dr. Ken and let me know his and the board's decision.

Thank you so much,

Sheila

Sheila M. Baltzell  
District Media Specialist  
Celina High School Media Center  
715 E. Wayne Street  
Celina, OH 45822  
419-586-8300, Ext. 1518