

RECEIVED DEC - 8 2015

12/6/15

To whom it may concern,

I am requesting a deduct day for Monday, January 4, 2016. Despite having personal days to use, I understand that I am unable to use them on this date and I am asking to use a deduct day on this date. My wife and I are St. Henry Band Booster officers and are going with the St. Henry Band on their trip to Orlando, Florida where our daughter will be playing in the parade. We are driving separately and won't be returning until Monday, January 4, 2016. Once again, it would be greatly appreciated if I were able to be approved for a deduct day on January 4, 2016. If you have any questions or concerns, please feel free to contact me.

Thank You,



Todd Topp
Technology Education Teacher
Celina High School