

January 7, 2022

Dear Dr. Schmiesing,

Hello! My husband will be out of town on a business trip the week of March 14th 2022, and I would love to accompany him on this trip. In saying this, I would be absent 5 days. I have 2.5 personal days, which I would use for Monday March 14th, Tuesday March 15th, and the morning of Wednesday, March 16th. However, I am kindly asking permission to receive 2.5 'deduct days' for the afternoon of Wednesday March 16th, Thursday March 17th, and Friday March 18th. As always, I will have the necessary lesson plans for my substitute prepared, and current grades submitted. I appreciate your time and consideration with this matter.

Respectfully,



Kasandra K Holstad