

January 9, 2017

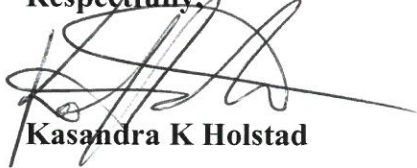
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JAN 11 2017

Dear Dr. Schmiesing,

CELINA CITY SCHOOLS

My name is Kasandra K Holstad, 4th grade teacher at CES. My husband will be out of town on a business trip the week of March 20th and I would like to accompany him on this trip. In saying this, I would be absent 4 days. I have 2 personal days remaining, which I would use for Monday, March 20th and Tuesday, March 21st. However, I am kindly asking permission to receive 2 'deduct days' on Wednesday, March 22nd and Thursday, March 23rd of this year. I understand that the end of the 9 weeks is the Friday prior to my departure, so I will have my grades submitted, as discussed with Mr. Ahrens. I appreciate your time and consideration with this matter.

Respectfully,



Kasandra K Holstad