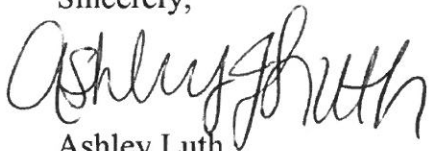


March 16, 2017

Dear Dr. Schmiesing and Board of Education:

I am writing to request 1.5 deduct days to be used April 25th and April 26<sup>th</sup> for an out of state function. I verbally confirmed a substitute pending your approval. I truly appreciate your consideration.

Sincerely,

A handwritten signature in black ink that reads "Ashley Luth". The signature is written in a cursive, flowing style.

Ashley Luth  
Kindergarten Teacher  
Celina Primary School