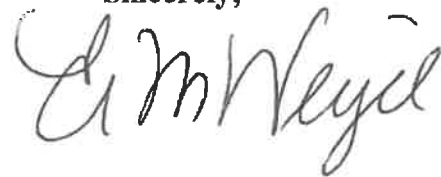


12/3/21

**Good Morning Dr. Schmiesing,**

**My husband and I will be out of town Monday, March 28-Thursday, March 31, 2022. In saying this, I would be absent 4 days. I have 1 personal day, which I would use for Monday March 28, 2022. However, I am kindly asking permission to receive 3 'deduct days' for Tuesday, March 29-Thursday, March 31, 2022. I will have the necessary lesson plans for my substitute prepared and materials ready for my students. I appreciate your time and consideration with this matter.**

**Sincerely,**

A handwritten signature in black ink, appearing to read "Erin M. Weigel". The signature is written in a cursive style with a large initial "E" and "W".

**Erin M. Weigel**