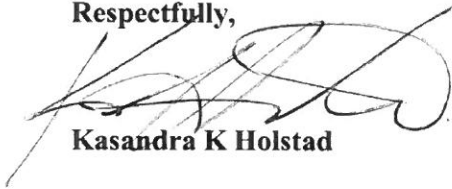


February 22, 2018

Dear Dr. Schmiesing,

My name is Kasandra K Holstad, 4<sup>th</sup> grade teacher at CES. It has been sudden and tragic that a close family friend has lost a family member. I am asking permission for you to grant me a 'deduct day' for my absence yesterday, Februray 21<sup>st</sup>. Yesterday was the funeral, so I apologize that this request is after the date. I appreciate your time and consideration with this matter.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kasandra K Holstad', written over a horizontal line.

Kasandra K Holstad