

# Celina City Schools

Attachment 3

1225 W Logan Street  
Celina, OH 45822-1742  
419-586-8300 Ext. 3500  
FAX 419-586-6541  
www.celinaschools.org



DR. KEN SCHMIESING, Superintendent  
CORY AHRENS, Principal

Dear Dr. Schmiesing,

I am writing to request a 0.5 day pay deduction for May 29, 2019. I would like to attend my daughter's 8<sup>th</sup> Grade Recognition Ceremony at St. Marys Middle School. The ceremony is scheduled to begin at 9 AM, and should last until about 10:30 AM. At the conclusion of the ceremony, I will report to the building in which the Professional Development Day is being held for my grade level (3<sup>rd</sup> Grade).

Thank you for your consideration in allowing me to attend this important day for my daughter and her classmates.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Link". The signature is written in black ink and is positioned above the typed name.

Andrea Link  
3<sup>rd</sup> Grade Teacher  
Celina Elementary School