

RECEIVED OCT 29 2015

Attachment 3

October 29, 2015

Dr. Schmiesing,

I am writing today to request three (3) deduct days on the following dates: May 4-6, 2016. I plan to have two (2) personal days available to use on May 2-3, 2016.

I plan to use these days for my honeymoon following an April 30 wedding. I have chosen these dates specifically as they are after testing season, I will have completed all of my IEPs for the school year, and I will be able to make up the hours with my homebound students prior to these dates.

Thank you for your time and consideration,



Shannon Koob