

# Celina City Schools

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DR. KEN SCHMIESING, Superintendent  
CORY AHRENS, Principal

Dr. Schmiesing,

3/27/18

I am writing to request a Pay Deduct Day for May 18, 2018. Although I have some unused personal days, the day that I am requesting falls within the last two weeks of the current school year.

On May 18, my daughter's 7<sup>th</sup> grade band will be traveling to the annual Music in the Parks competition at King's Island. I have been chosen to attend, as a chaperone, if I can be excused from my classroom duties for the day.

I have spoken with Mr. Ahrens, and he has given his approval to request the day off.

Thank you,

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

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