

March 2, 2023

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CELINA CITY SCHOOLS

Dear Dr. Schmiesing,

I would like to ask for April 3-5, 2023 off of work to take a trip to Disney World with my family. I am asking for two deduct days to be used on April 4th and 5th. I am lining up a substitute for my time off, and if you need anything additional from me, please let me know. We chose this particular week due to kindergarten screening so that my daughter would not miss school.

I appreciate your time to consider my request.

My sincere thanks,


Ashley Smith

Celina Primary School

First Grade Teacher

(419) 305-5173