

November 13, 2018

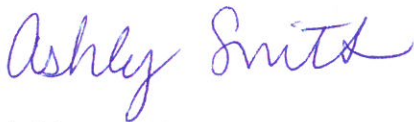
Dr. Ken Schmiesing
Superintendent
Celina City Schools
585 E Livingston Street
Celina, OH 45822

Dear Dr. Schmiesing:

I am writing to ask for permission for two deduction days on January 10, 2019 and January 11, 2019.

My husband and I will be on a trip with his company and will return on January 11th. All lesson plans will be submitted prior to the vacation to both Mrs. Duncan and the substitute teacher. I confirmed the time away from my classroom with Mrs. Duncan prior to this letter, for her approval as well.

Thank you,



Ashley Smith
First Grade Teacher
Celina Primary School