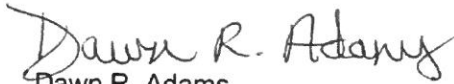


September 12, 2018

Dr. Schmiesing,

I am formally requesting to be off the week of January 22nd through the 25th to attend our annual company trip with my husband. In the past, I have used my three personal days and then taken deducts days to account for any additional days off. Since we are not in school on January 21st, I am requesting my three personal days for January 22nd, 23rd, and 24th, and would like to use January 25th as a deduct day.

Respectfully,

A handwritten signature in cursive script that reads "Dawn R. Adams".

Dawn R. Adams,  
EL Teacher