

February 21, 2017

To Whom It May Concern:

I am writing this letter to request a deduction from pay on Friday, February 17<sup>th</sup> for .25 of the day, as well as .50 of Thursday, February 23<sup>rd</sup>. My daughter swam in the District swim meet at Bowling Green State University on Friday the 17<sup>th</sup>, and in order to watch her events I had to leave school early. She will also be participating in the State swim meet in Canton on Thursday, the 23<sup>rd</sup> so in order to watch her swim I need to leave school early on Thursday. I will be using my final personal day on Friday, February 24<sup>th</sup> in the hopes she swims in the finals.

I appreciate your consideration in granting me these deductions in pay.

Respectfully,

A handwritten signature in blue ink, appearing to read "K. Black".

Kelly J Black  
English Dept  
Celina High School