

March 9, 2021

Dear Dr. Schmiesing,

Hello! My husband and I have decided to go out of town during Easter break to visit family. In saying this, I will be absent 2 days. I am kindly asking permission to use 1 'personal day' on Wednesday, March 31st and 1 'deduct day' on Thursday, April 1st. As always, I will have the necessary lesson plans for my substitute prepared, and current grades submitted. I appreciate your time and consideration with this matter.

Respectfully,



Kasandra K Holstad

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CELINA CITY SCHOOLS