

08 March 2021

Dr. Ken Schmeising:

Per your request, please use this short note as my way of asking for you to please switch out my approved deduct day. The initial day was to be Friday, March 12th. I would like to use Thursday, April 1st for a deduct day instead of March 12th.

Again, your approval and understanding is much appreciated. Thank you.

Respectfully,



Kelly Black

CHS English Department

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