

March 9, 2018

Dear Dr. Schmiesing,

My name is Tressie Sigmond, 4th grade teacher at Celina Elementary School. My daughter is on an all-star cheerleading squad and they have earned a bid to a very important competition called Worlds. This will be in Orlando, Florida at the ESPN Wide World of Sports April 26th-30th. I would like to be able to attend the competition over the weekend. In saying this, I would be absent 1 day and need to request a deduct day for this trip. The deduct day I would need will be on Monday, April 30th. As always, I will have all of the necessary lessons planned for the substitute. I appreciate your time and consideration with this matter.

Respectfully,

*Tressie Sigmond*  
Tressie Sigmond

*HP*  
*3/10/18*