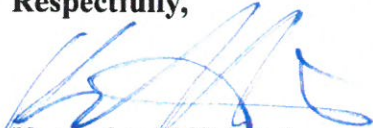


**January 9, 2020**

**Dear Dr. Schmiesing,**

**Hello! My husband will be out of town on a business trip the week of March 16<sup>th</sup> 2020, and I would love to accompany him on this trip. In saying this, I would be absent 5 days. I have 2 personal days, which I would use for Monday March 16<sup>th</sup> and Tuesday March 17<sup>th</sup>. However, I am kindly asking permission to receive 3 'deduct days' for Wednesday March 18<sup>th</sup>, Thursday March 19<sup>th</sup>, and Friday March 20<sup>th</sup>. 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**