

February 15, 2019

To Whom It May Concern:

I am writing to request a deduction from pay on Monday, April 22nd. My children and I are going on a cruise over Easter break. I scheduled the cruise anticipating April 22nd would not be used as a school makeup day. Because of the severe winter weather and the calamity days we've been forced to use, Celina is now using April 22nd as a mandatory attendance.

I appreciate your consideration in granting me this deduction in pay.

Respectfully,



Kelly J Black
English Dept
Celina High School