

February 14, 2019

Dear Mr. Gilmore, Mr. Sell, and the Board,

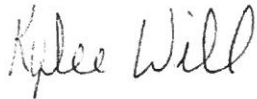
This year I have the opportunity to go to Washington DC with my oldest daughter Alaina. I have already been approved to use my three personal days and one deduct day in order to chaperone this trip. However, the trip runs from April 22-26th and with April 22nd being used as a make-up day I will need to ask for one additional deduct day in order to go.

I also attended the funeral of my sister in law's father on January 28th. I misunderstood the contract in regards to family leave. I now understand that funeral leave cannot be used for this absence and am requesting a deduct day instead.

In conclusion, I am requesting two deduct days to cover the absences listed above.

Thank you for your consideration,

Kylee Will

A handwritten signature in cursive script that reads "Kylee Will".

Title I Reading Teacher

3rd Grade Celina Elementary