

CELINA HIGH SCHOOL

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Renee I. Kramer, Principal
Derek A. Wenning, Assistant Principal
Wendy S. Gabes, School Counselor
Ethan L. Knopp, School Counselor
Emily M. Selhorst, School Counselor
Jeff L. Fortkamp, Athletic Director

January 10, 2022

Dear Dr. Ken Schmiesing,

I am asking for February 22-28, 2022 off of work to take this trip with my husband to Death Valley to celebrate his 39th birthday. I am asking for two deduct days to be used on February 22nd and 23rd, and my three personal days to be used February 24th, 25th, and 28th. I am lining up subs for my time off, and if you need anything else from me, please do not hesitate to ask.

I appreciate your time in considering my request.

Sincerely,

Kristen Kerns

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Celina High School Secretary