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OCT 25 2021

CELINA CITY SCHOOLS

KIP

10/21/21

From: Florinda Bollenbacher
12345 Smith Rd.
Rockford, Oh 45882

To: Celina City School Board
Celina, Oh 45822

Dear Sirs;

Upon beginning my employment as a substitute in September of 2021, I spoke with Joan the Secretary, and I informed her that I had some personal business in Arizona that would require that I take Nov. 5 - Nov. 15, 2021 off, as I had already purchased my airline tickets and they were non-refundable and could not be adjusted. At that time, I was working as a long term substitute at the primary school, and now I have been hired as a Teacher's Aide on 10/12/21. I talked to payroll about this again and they told me I should submit a letter to the School Board requesting DOC DAYS

to cover my time off. I am therefore submitting this letter to you as instructed to request approval for this absence.

I thank you for your consideration of my request.

Respectfully,
AB