

Celina High School

Attachment A

715 E. Wayne Street
Celina, Oh 45822-1399
419-586-8300
Main Office Fax 419-584-0307
Guidance Fax 419-586-4680
www.celinaschools.org



PHILLIP R. METZ, Principal
RENEE KRAMER, Assistant Principal
WENDY GABES, Guidance Counselor
ETHAN KNOPP, Guidance Counselor
EMILY SELHORST, Guidance Counselor

September 22, 2019

Dear Dr. Ken and Celina School Board Members,

My husband and I have been given the opportunity to travel to Los Cabos, Mexico in December. Dates being December 8 through the 16th. I would be using my personal days for the 9th. 10th. And 11th. What I am requesting are deduct days for December 12th. 13th. And 16th.

I have secured Jenny Hurlbert as a substitute for my absence if I am approved.

Thank you very much for your consideration!

Sincerely,



Mary Jo Alig

Job Training/Teaching Assistant @ CHS