

3/18/21

Dear Dr. Ken -

Hi I am asking permission to take 1 deduct day for the week of April 6-9. Three of those days will be personal days and April 9th will be the day that I need the deduct day for as I will be out of state with my son, and family.

I have never taken a deduct day before or time off during the school year for vacation so I am hoping this will be no problem as I already have a substitute as well. I had no idea I had to do a letter so I hope this will suffice.

Thank you for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jackie Gregor', with a stylized, cursive script.

Jackie Gregor

CIS ED Teacher's Aide