

Celina Intermediate School

January 24, 2018

Celina Board of Education

585 E. Livingston St.

Celina, Ohio 45822

Dear Board Members,

We have an opportunity to go on a trip to Costa Rica from February 6th through the 12<sup>th</sup>, so I would like to ask for five deduct days to use. I used my three personal days in September to go to Texas to see my sister-in-law, who was having heart problems, so I do not have any days to use for this trip.

Thank you for considering my request.

Sincerely,



Janet Adams

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JAN 25 2018

CELINA CITY SCHOOLS