

Celina City Schools

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EAST ELEMENTARY

JESSE D. STEINER, Superintendent
MICHELLE DUNCAN, Principal
TRACEY DAMMEYER, Dean of Students

Emily Baucher
Celina Primary Library
615 East Wayne Street
Celina, OH

February 5, 2016

Celina Board of Education
585 East Livingston Street
Celina, OH

Dear: Celina Board of Education

I plan to take a family vacation to Orlando, Florida April 11-15 2016. I will need to take 4 deduct days and I have one personal day left to use. After my vacation I will have all my personal days used up if I use my last personal day on my family vacation. I have spoken to Michelle Duncan and Sheila Baltzel about my intentions and they are aware of the dates of my vacation.

Sincerely,

A handwritten signature in cursive script that reads "Emily Baucher". The signature is written in black ink and is positioned above the typed name.

Emily Baucher
Library Aide