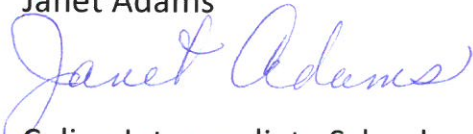


January 3, 2019

Dear Dr. Ken,

Our daughter and her husband have invited us to go on his company's trip to Los Cobos, Mexico from February 3, through February 7, 2019. In order to go, I would use my 3 personal days and wondered if I could take 1 deduct day? Thank you for considering my request.

Janet Adams



Celina Intermediate School