

Jenine Bertke  
Family Advocate  
Mercer County Head Start

October 10, 2017

Dr. Ken Schmiesing  
Superintendent  
Celina City Schools

Dear Dr. Schmiesing,

I was chosen last spring to be a Chaperone for my daughter Grace's 8th Grade Washington DC Field Trip from October 22<sup>nd</sup> through 27<sup>th</sup>. I am scheduled to work Monday-Thursday that week. I plan on using my three personal days, but will also need an additional leave day. I would like to request a deduct day for this week. My apologies for not requesting this sooner. I ok'd this time off with Amy Esser and Karla Kessler last Spring, but didn't realize I also needed to submit a request to you for a deduct day. If you would kindly approve this day, I would appreciate it.

Thank you for your consideration of this matter.

A handwritten signature in cursive script that reads "Jenine Bertke".

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