

Celina City Schools

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CELINA INTERMEDIATE SCHOOL

Dr. Ken Schmiesing, Superintendent
Mrs. Jenna Hodge, Principal

December 1, 2022

Dear Dr. Ken Schmiesing,

I am asking for February 27 - March 3, 2023 off of work to take this trip with my husband to Belize to celebrate his 40th birthday. I am asking for two deduct days to be used on February 27th and 28th, and my three personal days to be used March 1st, 2nd, and 3rd. I did line up Marlene Snider as my sub for the whole week. If you need anything else from me, please do not hesitate to ask.

I appreciate your time in considering my request.

Sincerely,

Kristen Kerns

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Celina Intermediate School Secretary

[Small handwritten mark]

Celina Intermediate School – Challenging All Individuals for Success