

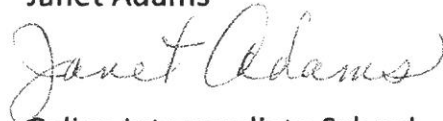
Attachment C

January 6, 2020

Dear Dr. Ken,

Our daughter and her husband have invited us to go on his company's annual trip to Jamaica from February 10, through February 14, 2020. In order to go, I will use my 2 personal days and wondered if I could take 3 deduct days? Thank you for considering my request.

Sincerely,
Janet Adams

A handwritten signature in cursive script that reads "Janet Adams".

Celina Intermediate School