

Lori Knapschaefer
146 South 8th Street
Coldwater, OH 45828

January 20, 2017

Celina City School Board
585 East Livingston Street
Celina, OH 45822

RE: Deduct Days Request

Dear Celina City School Board Members,

I would like to request for three days, from May 22-24, 2017, to be deducted. My husband, Jay Knapschaefer, was informed that he has won an all expense paid trip to Chicago, Il., from May 21-24, 2017. He is allowed one guest to accompany him on this trip and he has asked me to go.

If this request is granted, I shall ensure that all urgent tasks will be completed before I go and I will be back to work on May 25, 2017, to resume my responsibility.

I would appreciate your approval of my request.

Thank you for your time.

Sincerely,

A handwritten signature in cursive script that reads "Lori K. Knapschaefer".

Lori Knapschaefer
Teacher Assistant
Celina High School