

October 15, 2020

Celina City Schools

Attention: Mr. Ken Schmiesing

Have applied for three personal days for the following dates: October 26, 27, & 28th and one deduct date for October 29th. Reason being a family vacation booked earlier this year.

My boss, Diana Bruns from the Middle School has someone to cover my absence.

Would appreciate your consideration to this request.

Sincerely,

Jane Wendel

Celina Middle School Cafeteria

cc. Deb Schroyer
Diana BrunsNote: Entered in Kiosk
Oct. 8th 2020