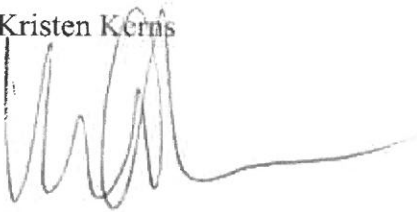


February 7, 2020

Dear Dr. Ken Schmiesing,

My husband and I are celebrating 14 years of marriage in April and have a trip planned to Hawaiian Islands April 7-15th. This trip goes over Spring Break and I am asking to please use my 3 personal days in conjunction with the break, and ask for 2 deduct days? The 3 personal days would be Tuesday, April 7th - Thursday, April 9th....then we are off Friday April 10th and Monday April 13th....and the two deduct days be Tuesday April 14th and Wednesday April 15th. I might only need one deduct day, but was planning an extra day in case of any flight delays since we are travelling so far. I appreciate your time in considering my request.

Kristen Kerns

A handwritten signature in black ink, appearing to read 'Kristen Kerns', with a long horizontal flourish extending to the right.

Celina High School Secretary