

PUT IT IN WRITING

To: Mr. Jack Nagoshi, Executive Director

Date: November 21, 1963

From: Dorothy H. Kissinger

Time: _____

Subject: Vacation

MUSIC SCHOOL SCHEDULE:

Fall Semester of 19-weeks will end on January 18, 1964

Make-up week will be from the 20th thru the 25th of January, 1964

Spring Semester of 19-weeks will begin January 27, 1964

As per our conversation regarding my vacation, I will begin my vacation on December 16 thru January 14, 1964, inclusive, a total of 24 days.

(Earned vacation up to November 30, 1963 - 27 days)

Before I go on my leave I shall have the following things accomplished as per list attached herewith.