March 25, 2011

Kim Marshall

Principal, Henderson County High School

Mrs. Marshall:

Please accept this letter as a formal request to grant 4 Henderson County High School students permission to compete in the 2011 Kentucky State SkillsUSA Leadership and Skills Championships.

Due to my oversight, I failed to submit the students’ names for Board approval for an overnight trip. After contacting Sheila Redmon and inquiring about official protocol, Sheila asked that I write a letter to you requesting special permission for the students and informing you of the specifics of the trip / competition. Hopefully, after approval, you can forward this information to Sheila Redmon and then she can get verbal permission for the trip.

Attached to this letter will be the trip itinerary, a tentative agenda of the Conference, and a list of the four students attending the Conference.

Thank you for your consideration,

Stuart Jones

Instructor – Machine Tool Technology

SkillsUSA Advisor

Henderson county High School