







MEMO

Christopher Bentzel, Superintendent

To:

Michelle Ladd, Director of Special

From:

Education 11/16/2023

Date:

Shortened School Week Request

Re:

I am requesting that the Board approve a shortened school week for the student whose information is attached. This student's Admissions and Release Committee has determined that attending school on a shortened day/week is necessary at this time.

Please let me know if you have questions regarding this request.

Thank you,

Michelle Ladd **Director of Special Education**