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MEMO

Christopher Bentzel, Superintendent

Michelle Ladd, Director of Special

To:

Education 02/15/2024

From:

Shortened School Week Request

Date:

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**