



Thomas W. Loring, Jr., Principal  
Ashley Sprague, Guidance Counselor

Eric Ball, Assistant Principal  
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September 11, 2015

Dear Mr. Ford,

I am writing to request a change for instructional time at Collins Elementary School beginning in the 2015-2016 school year. Our current starting time/end time is 8:55/3:40 for the students. We are requesting the start time be moved to 8:40 increasing our instructional day by 15 minutes.

This proposal has been approved at the school level through our SBDM and does not conflict with any contractual agreements with the teachers' workday. I have already spoken with the bus garage and it is possible for the buses to arrive 15 minutes earlier to accommodate the earlier start time. The cafeteria will also start serving breakfast earlier to allow students adequate time to eat in the morning.

As a school we have instructional reasons for this change in time.

- Increased instructional class time to implement the Kentucky Core Academic Standards.
- Flexibility to meet the needs of our above, on, and below level students through intervention blocks at each grade level.
- Increased flexibility in scheduling student services outside the homerooms.

Thank you for taking time to consider this request for the 2015-2016 school year. Please let me know if you need any additional information concerning this request.

Sincerely,

A handwritten signature in blue ink that reads "Thomas W. Loring, Jr." The signature is stylized with a large, looped "L" and a cursive "Jr." at the end.

Thomas W. Loring, Jr.