



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

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February 28, 2017

Dear Mr. Ford,

I am writing to request a change for instructional time at Collins Elementary School beginning in the 2017-2018 school year. The current starting time/end time for Elementary schools in Boone County is 8:55/3:40 for the students. We are requesting the start time be at 8:40 increasing our instructional day by 15 minutes.

This proposal has been approved at the school level through our SBDM in the past and will be taken to the March SBDM meeting. It also 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 2016-2017 school year. Please let me know if you need any additional information concerning this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas W. Loring, Jr.", with a stylized, cursive script.

Thomas W. Loring, Jr.