

MEMO

To: Mary Ann Gemmill, Superintendent
From: Michelle Ladd, Director of Special Education
Date: 2/7/19
Re: Shortened School Week Request

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

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