

# MEMO

To: Mary Ann Gemmill, Superintendent  
From: Michelle Ladd, Director of Special Education  
Date: 11/21/19  
Re: Shortened School Day Request

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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.