M E M O R A N D U M

**TO: MR. MATTHEW TURNER, SUPERINTENDENT**

 **DR. MARIA BROWN, CHAIRPERSON**

 **BOARD MEMBERS**

**FROM: DR. JIM DETWILER, DEPUTY SUPERINTENDENT/CAO**

**MS. JODI HALL, DIRECTOR SPECIAL EDUCATION**

**DATE: MARCH 29, 2021**

**RE: SHORTEN DAY APPROVAL**

The district is requesting approval for a shortened day for one student for the remainder of the 2020-2021 school year due to medical needs.

If you have any questions please contact Jodi Hall, Director of Special Education.

I recommend the Board approve this item as presented.

**Dr. James Detwiler**

**Deputy Superintendent/CAO**