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MEMO

To:

Christopher Bentzel, Superintendent

From:

Michelle Ladd, Director of Special Education

Date:

4/21/22

Re:

Shortened School Week Request

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

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

Thank you,

Michelle Ladd
Director of Special Education