



## MEMO

To: Christopher Bentzel , Superintendent  
Michelle Ladd, Director of Special  
Education 9/19/2024  
From: Shortened School Day Request  
Date:  
Re:

I am requesting that the Board approve a shortened 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/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