



## MEMO

To: Christopher Bentzel , Superintendent Michelle  
Ladd, Director of Special Education  
From: 10/17/24  
Shortened School Week Request  
Date:  
Re:

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 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