



MEMO

Christopher Bentzel , Superintendent Michelle
Ladd, Director of Special Education

To: 2/20/2025

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