

**Kentucky Department of Education
Division of IDEA Monitoring and Results
NOTICE OF SHORTENED SCHOOL DAY and/or WEEK**

Date of Request: 10/2/25

Academic Year 25/26

| | | | |
|--------------------------------|--------------------|------------------|--------------|
| Special Education Cooperative | GARREC | | |
| District: | Simpson County | District Number: | 535 |
| Director of Special Education: | Kelly Baker | Phone Number: | 270-586-8877 |
| School: | Lincoln Elementary | | |
| Principal: | Natalie McCutchen | | |

| Student Information | | | |
|---------------------|----|-------------|--------|
| Full Name: | | Disability: | Autism |
| Age: | 10 | SSID: | |

| Teacher Information | | | |
|-------------------------|---------------|---------------|-------------|
| Full Name: | Jordan Talley | Grade Taught: | 4 through 5 |
| Classroom Type: | MSD | | |
| Special Education Code: | 6120 | | |

Type of Request (Check all that apply):

☐ Shortened Week ☒ Shortened Day

Shortened School Week (SSW):

1a. What are the days of attendance for this student according to current IEP?

1b. Describe the reason(s) why this student requires a **Shortened School Week**:

1c. Provide the typical beginning and ending time for students in this school?
BEGINNING TIME: _____ ENDING TIME: _____

1d. Provide the beginning and ending times for this student according to current IEP?
BEGINNING TIME: _____ ENDING TIME: _____

Shortened School Day (SSD):

2a. Describe the reason(s) why this student requires a **Shortened School Day**:

Student has a diagnosis of Autism and displays behaviors that prevent him from attending school on a full time basis. He can present aggressive behaviors that is harmful to himself and others.

2b. Provide the typical beginning and ending time for students in this school?

BEGINNING TIME: 8:00 a.m.

ENDING TIME: 3:00 p.m.

2c. Provide the beginning and ending times for this student according to current IEP?

BEGINNING TIME: 8:15 a.m.

ENDING TIME: 12:30 p.m.

3. Is this student returning to school after being in a Home/Hospital Instruction Program?

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Yes

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No

If yes, describe circumstances:

4. Identify steps the ARC will take to promote full attendance for this student in the future?

See attached paperwork. A leveled system will be implemented to re-establish instructional control and utilize effective use of reinforcement to best guide desired behavior to consequently decrease the need for problematic behavior. School times will be adjusted as an ARC decision, as daily data is collected and shows a minimum of two weeks of maintaining or improving upon his baseline of aggressive behaviors. The current baseline for physical aggression is 7.5 instances per week, which averages out to 1.5 incidents per day during a typical 5 day school week. This data is collected in relation to physical aggression that requires more than 1 adult prompt/redirect. The current baseline for physical aggression when prompted for completion of academic tasks is 18.75. Over a typical 5 day school week on his current length of school day, this means that Kellin averages between 3 to 4 physically aggressive behaviors towards self or others.

5. Has a shortened school day been requested for this student in previous school years?

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Yes

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No

If yes, list the previous school year(s):

22/23, 23/24, 24/25

IMPORTANT

The district must maintain the following documentation for all Shortened School Days approved by the Local Board of Education:

- Approval by the Local Board of Education (**STUDENT CONFIDENTIALITY** procedures **MUST** be followed when listing student information in the Local Board Minutes.);
- Minutes of the ARC meeting documenting the ARC decision that a shortened school day is needed and;
- A copy of the student's IEP documenting the shortened school day.

FOR LOCAL USE ONLY

LOCAL BOE APPROVED:

☐

Yes

☐

No

DATE:

FOR KDE USE ONLY

WAIVER NO.:

DATE:

RECEIVED AT KDE:

DATE:

(Reviewer's Initials)