



## MEMO

Christopher Bentzel, Superintendent

To: Michelle Ladd, Director of Special

From: Education 1!# !\$!

Date: Shortened School Day Request

Re: I am requesting that the Board approve a shortened school day S V  
i W for the student whose information is attached. This student's  
ARC/504 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