



MEMO

To: Christopher Bentzel, Superintendent
From: Michelle Ladd, Director of Special Education
Date: 4/16/2026
Re: Shortened School Day Request

I am requesting the Board approve a shortened school day 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