



MEMO

To: Christopher Bentzel , Superintendent
From: Michelle Ladd, Director of Special Education
Date: 5-21-20
Re: Shortened School Day Request

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