

March 13, 2023

Dear Dr. Wilson, Mr. Jenson, and WEM School Board,

I am writing to request, as I have in the past, 10 additional extended contract days. I plan to use 5 of them at the end of the school year. During this time all graduating students' final transcripts need to be sent to their respective colleges. This cannot be done until all the grades are finalized. I then go over all of the final marks of 9-11 students once teachers are done inputting grades and create a list of students who need credit recovery in order to be on track to graduate. I then take that list and check to see if they can fit any of the courses in their next academic year at WEM. If they cannot, we send out a letter to families explaining credit recovery. I have binders of credits that I then manually enter and double check all 9-11th grade students to ensure they are on track to graduate. I will then spend the remaining time creating schedules for each individual student.

At the start of the school year I plan to use the remaining 5 days to attend parent meetings for incoming students, alter schedules for students that are concerned about their credits, and put the finishing touches on schedules. Many times teacher contracts are not final at the end of the school year or teachers are hired during the summer break so there are courses that need to be added or changed. I intend to contact all the schools planning to visit WEM during October's College Knowledge Month. I will also meet with Southwest Minnesota State University to get our CollegeNow courses set up for the year. This is also a great time to meet with parents for annual 504 reviews.

I have checked with local area schools and both Waseca and Faribault High School counselors are given 15 extended contract days. I am aware that we have different caseloads and conservatively request permission for my 10 additional days.

Thank you for your consideration,



Bridgette Reuvers-Slinger  
WEM High School Counselor