

April 12, 2022

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

I am writing to request 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. I need to go over all of the final grades 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 recover any of those courses during their next academic year at WEM. I have binders of credits that I then manually enter and double check for all 9-11th grade students. I will then spend the remaining time creating schedules for each individual student.

At the start of the school year I plan to use those 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 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.

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,

A handwritten signature in cursive script that reads "Bridgette R-Slinger". The signature is written in black ink and has a long, sweeping horizontal line extending to the right from the end of the name.

Bridgette Reuvers-Slinger
WEM High School Counselor