

**Approval for additional days added to Betty Stark's Contract**

I am requesting additional days to be added to Betty Starks contract to allow her to assist the ELL coordinator to complete the Access assessments. These assessments must be administered individually. At this time there is not an additional person that is trained to assist him with completing this task with such a large population. Betty was trained and completed the assessment required to administer the assessment. Her certificate for assessing is still valid.