

# *Belmont High School*

*Mr. Isaac Taylor  
Principal*

*Mr. Daniel O'Brien  
Assistant Principal*

*Ms. Allison Ruane  
Assistant Principal*

*Ms. Sarah Wlenn  
Assistant Principal*



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## **Memorandum**

To: John Phelan  
From: Isaac Taylor  
Date: November 10, 2020  
Re: Request for Community Service Reduction

I am respectfully requesting the following graduation requirement reductions:

- waive all community service hours for the Class of 2021
- reduce the community service hours for the Class of 2022 by 20 hours
- reduce the community service hours for the Class of 2023 and 2024 by 10 hours each

I look forward to hearing your decision on this request.