



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2017-111

TO: School District Superintendents
Business Managers
Principals

FROM: Megan Degenfelder, Chief Policy Officer

DATE: October 2, 2017

SUBJECT: Guidance for Temporary School Closures

GUIDANCE FOR TEMPORARY SCHOOL CLOSURES

The Wyoming Department of Education is reminding districts about the protocol for temporary school closures. In cases where a school temporarily closes for at least one-half of a school day due to weather, fire, construction problems, widespread illness, fuel shortages, or other extenuating circumstances, the attached temporary school closure form is required.

State law requires 185 days of operation, of which a minimum of 175 days must be student-teacher contact days. If a temporary school closure results in fewer than 175 school days, the day(s) must be made up in order to meet the state requirement. In cases where a school is operating on an approved alternative schedule, school days must be made up in order to meet the schedule approved by the State Board of Education.

Because the days of operation are tied to funding, the temporary school closure form must be completed within **two weeks** of a temporary school closure, and must be submitted even in instances where the closure does not result in fewer than 175 school days.

In certain cases, the state superintendent may waive the 185-day requirement; however, there is no exemption from the 175-day requirement. Schools have multiple options for making up school days, including the use of previously planned in-service days.

For questions about temporary school closures or using the updated form, please contact Elaine Marces at 307-777-6210 or elaine.marces@wyo.gov.

Attachments:

SAMPLE Temporary School Closure Form

Temporary School Closure Form