



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2017-132

TO: School District Superintendents
Principals

FROM: Megan Degenfelder, Chief Policy Officer

DATE: December 11, 2017

SUBJECT: Timelines for Alternative Schedule Requests

APPLICATION FOR ALTERNATIVE SCHEDULES

DEADLINES MARCH 5 & MAY 1

Alternative schedules that propose fewer than 175 days of teacher-student contact in a given school year need to be approved by the State Board of Education (SBE). Any district interested in applying for an alternative schedule for the 2018-19 and/or 2019-20 school year, must submit a request and all required documentation to the Wyoming Department of Education (WDE).

There will be two windows for districts to apply for an alternative schedule. Applications submitted by **March 5, 2018** will be presented to the SBE during its meeting on March 22-23. The final opportunity to apply for the 2018-19 and/or 2019-20 school year is **May 1, 2018**. Applications received by this deadline will be presented to the SBE during its meeting on May 18.

The attached checklist provides a guide to follow when submitting an alternative schedule request. **Please submit only what is required in the checklist.**

Districts previously approved for alternative schedules for the 2017-18 and 2018-19 school years only need submit a letter notifying the WDE of their intention to continue with that schedule for the 2018-19 school year.

If schools in your district are currently operating under an alternative schedule, **the attached end-of-year report must be submitted to the WDE by July 2, 2018**. The end-of-year report indicates how the

alternative schedule impacted teacher effectiveness, student learning, and whether or not the objectives outlined in the application were met.

All requests, documentation, and reports must be emailed to Elaine Marces at elaine.marces@wyo.gov.

For more information, contact Elaine Marces at 307-777-6210 or elaine.marces@wyo.gov.

Attachments:

Alternative Schedules Checklist

End-of-Year Report