**WDE School Closure Reporting Requirements**

**For school closures of ½ day or more (pursuant to W.S. 21-4-301 & Chapter 22 Rules)**

*District superintendent or designee completes School Closure Form and submits to WDE within 2 weeks of closure: (**julie.magee@wyo.gov**)*

**Will there be make-up days to ensure a minimum of 175 session days for the school year?**

**NO**

(session days ≥ 175 or alternative schedule approved)

**Not Approved**

(if days ≤ 175, submit new plan; if days ≥ 175, no make-up days scheduled)

**Approved**

(proceed with make-up days)

**Sat-Sun**

(list actual dates on form; requires State Superintendent approval)

**YES**

(to ensure minimum 175 session days are met)

**Will make-up days be Mon-Fri or Sat-Sun?**

**Mon-Fri**

(list actual dates on form)

**Determine revised total school days in session**

(amend on WDE608)