



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2016-012

TO: School District Superintendents
FROM: Brent Young, Chief Policy Officer
DATE: February 1, 2016
SUBJECT: Alternative Schedule Timelines

APPLICATION FOR ALTERNATIVE SCHEDULES **TIME SENSITIVE**

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. If you are interested in applying for an alternative schedule for your district, please submit your request and documentation by **May 1, 2016**.

Please follow Chapters 21 and 22 of the State Board Rules and Regulations. Districts/schools previously approved for an alternative schedule for the 2015-16 and 2016-17 school years need only to submit a letter notifying the WDE of their intention to continue with that schedule for the 2016-17 school year. Email requests and documentation to julie.magee@wyo.gov.

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

If you are currently operating under an alternative schedule, you will need to submit the attached **end-of-year report to the WDE by July 1, 2016**. This report explains how your alternative schedule impacted teacher effectiveness, student learning, and whether or not you met the objectives outlined in your proposal. These evaluations are used annually to report to the State Board of Education.

If you have questions or concerns, please contact Julie Magee at julie.magee@wyo.gov.

Attachments:
Alternative Schedules Checklist
End-of-Year Report