



## Wyoming Department of Education

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### MEMORANDUM NO. 2008 - 150

**TO:** School District Superintendents and Business Managers

**FROM:** Joe Simpson  
Deputy Superintendent 

**DATE:** October 03, 2008

**SUBJECT:** Reminder on School Grade Reconfiguration Process

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### IMPORTANT INFORMATION

This fall the Department has received several inquiries as to the process the districts should follow in seeking a grade configuration for a school. In accordance with W.S. § 21-13-309(m)(iv)(C), the Department has formalized a process to handle school districts' requests for grade configuration changes to existing schools. School districts shall request a grade configuration change to a school by filing an application with the Department. A template of the application is available on the Department's website at the following hyperlink:

<http://www.k12.wy.us/finance.asp>.

A detailed explanation of the reconfiguration process was reported in the Superintendents' Memorandum 2007-102, dated May 7, 2007.

If you have any questions regarding grade reconfigurations for schools, please contact Fred Hansen at 307-777-7804 or [fhanse@state.wy.us](mailto:fhanse@state.wy.us).