



## Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction  
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### MEMORANDUM NO. 2010-017

**TO:** School District Superintendents

**FROM:** Dianne Frazer  
Educational Quality and Accountability Unit *DF*

**DATE:** January 29, 2010

**SUBJECT:** Alternative Schedule Timelines

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#### NOTE DEADLINES – TIME SENSITIVE

If you are interested in applying for an Alternative Schedule, please submit your request and documentation by **May 1, 2010**. Alternative schedules need to be approved by the State Board of Education when fewer than 175 days of teacher-student contact are proposed.

As you draft your request, please follow Chapter 21 and Chapter 22 of the State Board Rules and Regulations. If you applied for a two-year alternative schedule last year and you are making no changes to your approved schedule, you only need to submit a letter notifying the department of your intention to continue the alternative schedule for the second year. Please mail your requests and documentation to Dianne Frazer, Education Quality and Accountability Unit, Wyoming Department of Education, 2300 Capitol Avenue, Second Floor, Cheyenne, WY 82001 or email to [dfraze@educ.state.wy.us](mailto:dfraze@educ.state.wy.us).

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

Finally, if you are currently operating under an alternative schedule, you will need to submit an **end-of-the year report in July**. This report should explain how your alternative schedule impacted teacher effectiveness and student learning and whether or not you met the objectives outlined in your proposal.

If you have questions or concerns, please contact Dianne Frazer at (307) 777-8676 or by email at [dfraze@educ.state.wy.us](mailto:dfraze@educ.state.wy.us).

DF:al  
Attachment

**ALTERNATIVE SCHEDULE REQUEST**

Please Return this Page with Your Documentation

DISTRICT: \_\_\_\_\_

DISTRICT CONTACT: \_\_\_\_\_

Submit the following (in order) to Dianne Frazer, Wyoming Department of Education, Education Quality and Accountability Unit, 2300 Capitol Avenue, Second Floor, Cheyenne, Wyoming 82001 by May 1, 2009.

<b>ITEM</b>	<b>SUBMITTED</b>
Cover Letter requesting an alternative Schedule**	
Education objectives (How will students benefit from this alternative schedule?)	
Description of the schedule(s) and a copy of the calendar(s)	
Method of evaluating how student learning has improved	
Evidence that at least 2 advertised public meetings were held prior to submission of the proposal	
Copy of public comment records	
Length of waiver (circle one) <ul style="list-style-type: none"><li>• 1 year</li><li>• 2 years</li></ul>	
Evidence of meeting required hours: <ul style="list-style-type: none"><li>• Elementary            900 hours</li><li>• Mid/Jr. High        1050</li><li>• High School        1100</li></ul>	

**PLEASE NOTE:** If you applied for a **two-year** alternative schedule last year and you are making **no changes** to your approved schedule, you only need to submit a letter notifying the department of your intention to continue the alternative schedule for the second year.