



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
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MEMORANDUM NO. 2012-016

TO: School District Superintendents

FROM: Dianne Frazer, Education Consultant
Standards, Learning and Accountability Division

DATE: February 6, 2012

SUBJECT: Alternative Schedule Timelines

NOTE DEADLINES – TIME SENSITIVE

If you are interested in applying for an Alternative Schedule, please submit your request and documentation by **May 1, 2012**. 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, Standards, Learning and Accountability Division, Wyoming Department of Education, 2300 Capitol Avenue, Second Floor, Cheyenne, WY 82002 or email to dianne.frazer@wyo.gov.

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 by July 1, 2012**. 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 dianne.frazer@wyo.gov.

DF:al

Attachment

ALTERNATIVE SCHEDULE REQUEST

Please Return this Page with Your Documentation

DISTRICT: _____

DISTRICT CONTACT: _____

Submit the following (in order listed) to Dianne Frazer, Wyoming Department of Education, Standards, Learning and Accountability Division, 2300 Capitol Avenue, Second Floor, Cheyenne, Wyoming 82002 by May 1, 2012. **PLEASE KEEP SUBMISSIONS CONCISE, ONLY THE REQUESTED DOCUMENTS ARE TO BE SUBMITTED.**

ITEM	SUBMITTED
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"> • 1 year • 2 years 	
Evidence of meeting required hours: <ul style="list-style-type: none"> • Elementary 900 hours • Mid/Jr. High 1050 • High School 1100 	

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.