



Wyoming Department of Education

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MEMORANDUM TO SUPERINTENDENTS NO. 2013-002

TO: School District Superintendents

FROM: Brian Aragon, Education Program Consultant
Standards, Learning and Accountability Division

DATE: January 7, 2013

SUBJECT: Alternative Schedule Timelines

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, 2013**.

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 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 email your requests and documentation to Brian Aragon at brian.aragon@wyo.gov.

The attached checklist provides a guide to follow when submitting an alternative schedule request. **Please submit (electronically) 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 to the Department by July 1, 2013**. The intent of this report is to explain how your alternative schedule impacted teacher effectiveness, student learning, and whether or not you met the objectives outlined in your proposal. This evaluation will be reported to the State Board of Education.

If you have questions or concerns, please contact Brian Aragon at (307) 777-8505 or by email at brian.aragon@wyo.gov.

BA:dr

Attachments: 1