



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

**Jillian Balow**

Superintendent of Public Instruction

**Dicky Shanor**

Chief of Staff

**Brent Bacon**

Chief Academic Officer

**Brent Young**

Chief Policy Officer

**Dianne Bailey**

Chief Operations Officer



**Cheyenne Office**

Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne WY 82002-0206  
Phone: (307) 777-7690  
Fax: (307) 777-6234

**Riverton Office**

320 West Main  
Riverton, WY 82501  
Phone: (307) 857-9250  
Fax: (307) 857-9256

**On the Web**

[edu.wyoming.gov](http://edu.wyoming.gov)  
[wyomingmeasuresup.com](http://wyomingmeasuresup.com)

## MEMORANDUM NO. 2015-102

TO: School District Superintendents  
School Principals  
Curriculum Coordinators

FROM: Brent Young, Chief Policy Officer

DATE: September 14, 2015

SUBJECT: Comprehensive Plan Deadline Moved to December 7

## PROCESS TO SUBMIT IMPROVEMENT PLANS FOR SCHOOLS

**DUE DECEMBER 7, 2015**

This year, schools are required to file a Comprehensive School Improvement Plan for the first time. According to federal guidelines, schools have 90 days after Adequate Yearly Progress (AYP) determinations are made to submit their improvement plans. This means the plans must be submitted by December 7, 2015, which supersedes previous November 1 deadlines.

After the initial plans are submitted, the WDE will provide assistance to schools until their improvement plans are fully aligned with the Wyoming Accountability in Education Act (WAEA), as well as federal requirements.

The process for submission of Improvement Plans for schools has changed. The new Comprehensive Plan has replaced the Improvement Plan, and an example can be found within Memorandum No. 2015-031. Visit this link for more information: [edu.wyoming.gov/downloads/communications/memos/2015/2015-031.pdf](http://edu.wyoming.gov/downloads/communications/memos/2015/2015-031.pdf).

This plan document is required by the WAEA for all schools in the Meeting, Partially Meeting, and Not Meeting categories. It is also required for all schools not meeting AYP for the federal No Child Left Behind Act (NCLB). In addition, the plan replaces the School Improvement Plan for AdvancED accreditation.

The Comprehensive Plan should also be used by those schools required to submit literacy improvement plans. W.S. 21-3-401(c) requires schools that are not meeting 85% proficiency in reading by 3rd grade to submit improvement plans. In order to meet this requirement, please include the bulleted items below in your

school's Comprehensive Plan. The section where the information will be included is identified in blue next to each requirement.

- District's general strategy for increasing reading proficiency for the next school year included in the teaching and learning improvement plan section of the comprehensive plan
- Address the use of instructional facilitators in grades K-3 across the district (Indicator 3.7 in the comprehensive plan)
- Address the use of certified tutors used in grades K-3 across the district (Indicator 3.12 in the comprehensive plan)

The direct link to the plan is: [Comprehensive Plan Document](#).

Directions for the plan can be found at: [Comprehensive Plan Directions](#)

Plans are due by December 7, 2015. Once the Comprehensive Plan is completed, please make it available on your school and/or district website, and submit the link to WDE using the submission form at this link: [Plan Submission](#)

*For questions regarding plan submission, please contact Dianne Frazer at 307-777-8676 or [dianne.frazer@wyo.gov](mailto:dianne.frazer@wyo.gov). For questions regarding the Literacy Plan, please contact Lachelle Brant at 307-777-6476 or [lachelle.brant1@wyo.gov](mailto:lachelle.brant1@wyo.gov).*