



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2016-136

**TO:** School District Superintendents

**FROM:** Lisa Weigel, Chief Policy Officer

**DATE:** December 5, 2016

**SUBJECT:** Alternative Schedule Timelines

## APPLICATION FOR ALTERNATIVE SCHEDULES

### DUE MARCH 8

Alternative schedules that propose fewer than 175 days of teacher-student contact in a given school year must be approved by the State Board of Education (SBE). Any district interested in applying for an alternative schedule must submit a request and documentation by **March 8, 2017**. The attached checklist provides a guide to follow when submitting an alternative schedule request. Please read carefully and submit only what is required.

Districts previously approved for an alternative schedule for the 2016-17 and 2017-18 school years need only submit a letter notifying the Wyoming Department of Education (WDE) of their intention to continue that schedule for the 2017-18 school year. This letter must be submitted by **March 8, 2017**.

If your district is currently operating under an alternative schedule, the attached end-of-year report must be sent to the WDE by **July 1, 2017**. This report should explain how the alternative schedule impacted teacher effectiveness, student learning, and whether or not the objectives outlined in your proposal were met. These evaluations are reported annually to the SBE.

All requests and documentation related to alternative schedules must be sent to [julie.magee@wyo.gov](mailto:julie.magee@wyo.gov).

*If you have questions or concerns, please contact Julie Magee at 307.777.8740 or [julie.magee@wyo.gov](mailto:julie.magee@wyo.gov).*