

ALTERNATIVE SCHEDULE REQUEST CHECKLIST

District: _____

District Contact: _____

Directions: Submit (electronically) the following items in the order presented below to Elaine Marces at elaine.marces@wyo.gov. For consideration during the State Board of Education’s March meeting, submit your request no later than **March 5, 2018**. All other requests must be submitted no later than May 1, 2018.

Please keep submissions concise; only the requested documents are to be submitted.

Item No.	Item	Submitted
1.	Cover letter requesting an alternative schedule. Indicate whether request is for all schools or list specific schools included in the request.	
2.	Education objectives (How will students benefit from this alternative schedule?)	
3.	Description of the schedule(s) and a copy of the calendar(s)	
4.	Method of evaluating how student learning has improved	
5.	Evidence that at least 2 advertised public meetings were held prior to submission of the proposal	
6.	Copy of public comment records	
7.	Length of waiver (circle one)* <ul style="list-style-type: none"> ▪ 1 year (2018-19) ▪ 2 years (2018-19 & 2019-20) 	
8.	Evidence of meeting required hours* <ul style="list-style-type: none"> ▪ Elementary: 900 hrs ▪ Mid/Jr. High: 1050 hrs ▪ High School: 1100 hrs 	
9.	Only if applicable, a letter of intent to continue or cancel an alternative schedule must be submitted annually to Elaine Marces at the WDE	
10.	Only if applicable, districts making modifications to an existing approved alternative schedule must document and submit changes annually	

***Please Note:** W.S. 21-2-304(b)(viii) gives the State Board of Education authority to approve alternative schedules for schools that request to have “fewer than 175 [contact] days in a school year” as long as the alternative schedule does not “[reduce] the pupil-teacher contact time defined by the state board.” The minimum hours are **only** intended to set the parameters for local school boards when determining the length of the school day or when requesting an alternative schedule. **The required number of teacher-student contact days must be met in accordance with the district’s approved alternative schedule.**

Please return this page with your documentation