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MEMORANDUM NO. 2018-104

TO: School District Superintendents
Business Managers
Principals

FROM: Megan Degenfelder, Chief Policy Officer

DATE: September 17, 2018

SUBJECT: Guidance for Temporary School Closures

UPDATED TEMPORARY SCHOOL CLOSURES FORM

The Wyoming Department of Education reminds districts about the protocol for temporary school closures. In cases where a school temporarily closes for at least one-half of a school day due to weather, fire, construction problems, widespread illness, fuel shortages, or other extenuating circumstances, the [temporary school closure form](#) is required.

State law requires 185 days of operation, of which a minimum of 175 days must be student-teacher contact days. If a temporary school closure results in fewer than 175 school days, the lost time must be made up in order to meet the state requirement. In cases where a school is operating on an approved alternative schedule, school days must be made up in order to meet the schedule approved by the State Board of Education.

Because the days of operation are tied to funding, the temporary school closure form must be submitted within **two weeks** of a temporary school closure, even in instances where the closure does not result in fewer than 175 school days.

In certain cases, the state superintendent may waive the 185-day requirement; however, there is no exemption from the 175-day

requirement. Schools have multiple options for making up school days, including the use of previously planned in-service days.

For questions about temporary school closures or using the updated form, contact Elaine Marces at 307-777-6210 or elaine.marces@wyo.gov.