

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2018-136

TO: School District Superintendents
Principals

FROM: Megan Degenfelder, Chief Policy Officer

DATE: December 17, 2018

SUBJECT: Timelines for Alternative Schedule Requests



JILLIAN BALOW

Superintendent of Public Instruction

DICKY SHANOR

Chief of Staff

SHELLEY HAMEL

Chief Academic Officer

MEGAN DEGENFELDER

Chief Policy Officer

DIANNE BAILEY

Chief Operations Officer



CHEYENNE OFFICE

122 W. 25th St. Suite E200
Cheyenne, WY 82002
307-777-7675

RIVERTON OFFICE

320 West Main
Riverton, WY 82501
307-857-9250



ON THE WEB

edu.wyoming.gov
twitter.com/WYOEducation
facebook.com/WYOEducation

APPLICATION FOR ALTERNATIVE SCHEDULES

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 (SBE). Any district interested in applying for an alternative schedule for the 2019-20 and/or 2020-21 school year must submit a request with all required documentation to the Wyoming Department of Education (WDE) during one of the upcoming submittal windows.

Applications submitted by **March 4, 2018** will be presented to the SBE during its March meeting. The final opportunity to apply for the 2019-20 and/or 2020-21 school year is **May 1, 2018**. Applications received by this deadline will be presented to the SBE during its May meeting.

The application may be [submitted online](#) and a checklist of required documentation is attached.

Districts previously approved for an alternative schedule for the 2018-19 and 2019-20 school years must indicate their intent to continue the approved alternative schedule [here](#).

Schools currently operating under an alternative schedule must submit the attached **end-of-year report to the WDE by July 1, 2019**. The end-of-year report indicates how the alternative

schedule impacted teacher effectiveness, student learning, and whether or not the objectives outlined in the application were met.

All End-of-Year Reports should be emailed to Elaine Marces at elaine.marces@wyo.gov.

For more information, contact Elaine Marces at 307-777-6210 or elaine.marces@wyo.gov.