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MEMORANDUM NO. 2020-005

TO: School District Superintendents
School Principals
Business Managers

FROM: Kari Eakins, Chief Policy Officer

DATE: January 6, 2020

SUBJECT: Application for Alternative Schedule

APPLICATION FOR ALTERNATIVE SCHEDULE

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). Districts interested in applying for an alternative schedule for the 2020-21 and/or 2021-22 school year must submit an application, with all required documentation, to the Wyoming Department of Education (WDE) during one of the two upcoming submittal windows.

Applications submitted by March 2, 2020 will be presented to the SBE during its March meeting. The final opportunity to apply for the 2020-21 and/or 2021-22 school year is May 1, 2020. These applications will be presented to the SBE during its May meeting.

The application and a checklist of required documents may be accessed and submitted [here](#). Districts previously approved for an alternative schedule for the 2019-20 and 2020-21 school years must indicate an intent to continue the approved alternative schedule [here](#).

Schools currently operating under an alternative schedule must submit an [end-of-year](#) report to elaine.marces@wyo.gov by July 1, 2020. This report indicates how the alternative schedule impacted teacher effectiveness, student learning, and whether or not the objectives outlined in the application were met.

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