

CREATING
OPPORTUNITIES
FOR STUDENTS TO
KEEP WYOMING
STRONG

MEMORANDUM NO. 2020-141

TO: School District Superintendents
Business Managers
Principals

FROM: Kari Eakins, Chief Policy Officer

DATE: August 31, 2020

SUBJECT: Guidance for Temporary School Closures



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TEMPORARY SCHOOL CLOSURES

The Wyoming Department of Education is providing guidance to 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 day(s) 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 completed within **two weeks** of a temporary school closure, and must be submitted even in instances where the closure does not result in fewer than 175 school days.

If the health department mandates the closure due to COVID-19, districts should be prepared to upload the health order to the Temporary School Closure Form. In those cases, the State Superintendent of Public Instruction may use her authority under [W.S. 21-13-307\(a\)\(ii\)\(B\)](#) to hold schools

harmless from any daily proportional reductions of block grant funding based on utilization of the Smart Start Plan. For other closures, schools have multiple options for making up school days, including the use of previously planned in-service days.

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