

MEMORANDUM NO. 2021-114

TO: School District Superintendents
Business Managers
Principals
WDE608 Contacts

FROM: Kari Eakins, Chief Policy Officer

DATE: September 20, 2021

SUBJECT: Guidance for Temporary School Closures

GUIDANCE FOR TEMPORARY SCHOOL CLOSURES

The Wyoming Department of Education (WDE) 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 W.S. 21-13-307(a)(ii) 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.

In an effort to automate the notification that a request has been made, approval or denial responses, and changes to reported student days in the database, the WDE has initiated the WDE595 - Temporary School Closure Report collection. This collection form can be accessed from the [Forms Inventory](#) page of the WDE website by scrolling down to the WDE595 and clicking on the arrow to the left of the collection number. A link to access the Data Collection Suite (DCS) form and guidebook can be found on the documents tab. Users must have the WDE595 Certify role in order to access and submit the form. If you need assistance getting the role assigned to your WyEd User Account, contact your district [WyEd Administrator](#).

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.

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