



Opportunity Through Education

Brian Schroeder – *Superintendent of Public Instruction*

Wyoming Department of Education
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MEMORANDUM NO. 2022-021

TO: School District Superintendents
Principals
Business Managers
Curriculum Coordinators

FROM: Kari Eakins, Chief Policy Officer

DATE: February 14, 2022

SUBJECT: Alternative Schedule Requests

APPLICATION FOR ALTERNATIVE SCHEDULES

Alternative schedules that propose fewer than 175 days of pupil-teacher contact in a given school year must be approved by the State Board of Education (SBE), as described in W.S. 21-4-301. Districts interested in applying for an alternative schedule for the 2022-23 and/or 2023-24 school year must submit an application, with all required documentation, to the Wyoming Department of Education during one of the two upcoming submittal windows.

Applications submitted by April 1, 2022 will be presented to the SBE during its April meeting. The final opportunity to apply for the 2022-23 and/or 2023-24 school year is May 1, 2022. 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 2021-22 and 2022-23 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](#) by July 1, 2022. This report must indicate 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 Elaine Marces, Education Consultant, at 307-777-6210 or elaine.marces@wyo.gov.