



Opportunity Through Education

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## MEMORANDUM NO. 2023–005

**TO:** School District Superintendents  
Principals  
Business Managers  
Curriculum Coordinators

**FROM:** Wanda Maloney, Chief Policy Officer

**DATE:** January 9, 2023

**SUBJECT:** Alternative Schedule Requests

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## APPLICATION FOR ALTERNATIVE SCHEDULES

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) in accordance with W.S. 21-2-304(b)(viii) and [Chapter 22 Rules and Regulations](#). Districts interested in applying for an alternative schedule for the 2023-24 and/or 2024-25 school year must submit an application, with all required documentation, to the Wyoming Department of Education.

Applications must be submitted no later than May 1, 2023. The SBE will consider these applications at its May meeting, with final approval being given at its June meeting. There will only be one submission window for alternative schedules.

The application and a checklist of required documents may be accessed and submitted [here](#). Districts previously approved for an alternative schedule for the 2022-23 and 2023-24 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, 2023. 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.

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*For more information, contact Elaine Marces, Education Consultant, at 307-777-6210 or [elaine.marces@wyo.gov](mailto:elaine.marces@wyo.gov).*