Finance Division

Wyoming Department of Education

2300 Capitol Avenue

Cheyenne, WY 82001

Contact: Jed Cicarelli

Due: As needed, but prior to **June 15** for changes to school grade confiqurations for the following school year.

**Application for Grade Reconfiguration**

**General Information:**

Wyoming Statute 21-13-309(m)(vi) requires that any alteration of the configuration of grades within a district, school or school facility which differs from the reported configuration of grades during the immediately preceding school year is considered to be a reconfiguration and needs prior approval by the Superintendent of Public Instruction and the Director of the School Facilities Department. Charter schools established under W.S. 21-3-301 through 21-3-314 are excluded from this requirement.

Approvals for reconfigurations shall be based upon the following statutory guidelines (see W.S. 21-13-309(m)(vi)(A)):

* The appropriate delivery of the required educational program
* The cost effectiveness of the modified grade configuration
* Any extraordinary circumstances related to the safe and efficient delivery of the education program to students

Following the review and evaluation, the Superintendent of Public Instruction and the Director of SFD shall independently approve or deny the reconfiguration render a decision to the district no later than sixty (60) days following receipt of the request.

**REQUIRED APPLICATION INFORMATION**

Date: 

District Superintendent:

District Name:

Address:

City, WY, Zip:

**School Reconfiguration Information**

Name of School:

School ID:

Current Configuration (i.e. K-5):

Requested Configuration (i.e. K-5):

School Year Effective Date (i.e. 2012-13):

Note: For additional school(s), submit additional application(s).

**CRITERIA**

1. Provide explanation for the reasons for this requested configuration change along with information regarding other school(s) affected by the request.



1. Provide explanation verifying compliance with the district’s facility plan on file with the School Facility Division.



1. Provide Information as to cost effectiveness of the proposed grade configuration for the delivery of adequate educational services to students.



1. Provide information as to the appropriate delivery of the required educational program in the proposed grade configuration compared to the current grade configuration.



1. Provide information with regards to any extra ordinary circumstances that relate to the safe and efficient delivery of the education program to students.



1. Attach any documentation verifying compliance with the sections A, B, C, D and E.

District Superintendent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Email the completed form and attachments to Jed Cicarelli at** [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov)