



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
Wyoming Strong*

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## MEMORANDUM NO. 2016-049

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

**FROM:** Brent Young, Chief Policy Officer

**DATE:** March 28, 2016

**SUBJECT:** Updated Form and Guidance for Temporary School Closures

## UPDATED FORM AND GUIDANCE FOR TEMPORARY SCHOOL CLOSURES NOW AVAILABLE

The Wyoming Department of Education has updated the Temporary School Closure form. This form is required whenever a school closes for at least one-half of a school day due to weather, fire, construction problems, widespread illness, fuel shortages, or other good cause.

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.

In certain cases, the state superintendent may waive the 185-day requirement; however, there is no exemption from the 175-day requirement. Schools have multiple options for making up school days, including the use of previously planned in-service days.

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*For questions about temporary school closures or using the updated form, please contact Julie Magee at 307-777-8740 or [julie.magee@wyo.gov](mailto:julie.magee@wyo.gov).*

Attachments:

Temporary School Closure Notification Form

Sample Form