



# Alternative Schedule Request Checklist

**Directions:** [Submit online application here](#)

(Districts intending to continue a previously approved alternative schedule may submit their application [here](#).)

For consideration during the State Board of Education's March meeting, submit your request no later than May 1, 2024.

The following checklist describes the documentation that will be required when completing the application online.

- Education objectives
- Description of schedule and copy of calendar
- Evidence of meeting required hours
  - Elementary – 900 hours
  - Middle/Jr. High – 950 hours
  - High School – 1000 hours
- Method of evaluating how student learning has improved
- Evidence that at least two advertised public meetings were held prior to submission of the proposal
- Copy of public comment records

**Important Note:** *W.S. 21-2-304(b)(viii) gives the State Board of Education authority to approve alternative schedules for schools that request to have "fewer than 175 [contact] days in a school year" as long as the alternative schedule does not "[reduce] the pupil-teacher contact time defined by the state board." The minimum hours are only intended to set the parameters for local school boards when determining the length of the school day or when requesting an alternative schedule. **The required number of teacher-pupil contact days must be met in accordance with the district's approved alternative schedule.***