

ALTERNATIVE SCHEDULE REQUEST CHECKLIST

Please return this page with your documentation

DISTRICT: _____

DISTRICT CONTACT: _____

Submit (electronically) the following items in the order presented below to
Elaine Marces at elaine.marces@wyo.gov **March 8, 2018.**

**PLEASE KEEP SUBMISSIONS CONCISE; ONLY THE REQUESTED
DOCUMENTS ARE TO BE SUBMITTED.**

| Item No. | ITEM | SUBMITTED |
|----------|--|-----------|
| 1. | Cover letter requesting an alternative schedule | |
| 2. | Education objectives (How will students benefit from this alternative schedule?) | |
| 3. | Description of the schedule(s) and a copy of the calendar(s) | |
| 4. | Method of evaluating how student learning has improved | |
| 5. | Evidence that at least 2 advertised public meetings were held prior to submission of the proposal | |
| 6. | Copy of public comment records | |
| 7. | Length of waiver (circle one)* <ul style="list-style-type: none">• 1 year (2017-18)• 2 years (2017-18 & 2018-19) | |
| 8. | *Evidence of meeting required hours: <ul style="list-style-type: none">• Elementary 900 hrs• Mid/Jr. High 1050 hrs• High School 1100 hrs | |
| 9. | Only if applicable , a letter of intent to continue or cancel an alternative schedule must be submitted annually to Elaine Marces at the WDE. | |
| 10. | Only if applicable , districts making modifications to an existing approved alternative schedule must document and submit changes annually. | |

***Please Note:** W.S. 21-2-304(b)(viii) gives the state board 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-student contact days must be met in accordance with the district's approved alternative schedule.*