

ALTERNATIVE SCHEDULE REQUEST CHECKLIST

Directions: [Submit online application here](#)

For consideration during the State Board of Education's March meeting, submit your request no later than **March 2, 2020**. All other requests must be submitted no later than **May 1, 2020**.

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 – 1050 hours
 - High School – 1100 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-student contact days must be met in accordance with the district's approved alternative schedule.**