



# Application Instructions

## Wyoming School Districts Seeking Approval for an Alternative School

### Initial Application

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For the purposes of the application, Alternative School is defined as a secondary school (grades 6–12) established by a school district to offer educational programs to students with educational needs that the district finds are not appropriately being met by other schools in the district system. The purpose of the Alternative School Application is to provide the opportunity for school districts wishing to establish an alternative school to apply for and gain approval.

Applications will be accepted for new alternative schools as well as any changes of current alternative school configurations from school districts during the application window, January 1 through March 1 each year. Applications received during this application window will be read and evaluated as they are received.

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

- Purpose of proposed alternative school
  - Description of At-Risk Program
  - Criteria used to identify at-risk students.
  - Individual learning plans.
  - Research-based quality curriculum, learning supports, and classroom interventions.
  - Strategies to address dropout prevention.
  - Data-based predictors are used to identify students at risk of dropping out of school.
- Evaluation Plan
  - Process to determine the effectiveness of the at-risk program.
  - Charts, graphs, or other graphics to illustrate the data collected and analyzed.
  - Description of how the district will meet the evaluation of the effectiveness of continuum of learning supports and classroom interventions.
  - Description of how the district will evaluate the effectiveness of meeting the needs of the students attending the alternative school.
- School Facility
  - Space to be used for the proposed alternative school.
  - Evidence of approval by the School Facility Commission.

#### [Application Planner Link](#)

#### [Application Link](#)

Applicants must submit a full proposal to the WDE. The application must include an acknowledgment of the signature of the authorized official.

School districts receiving approval will be required to report annually to the WDE regarding progress in meeting educational objectives. The district will use the school improvement plan submitted through the

WDE district accreditation system. In addition, an evaluation of the effectiveness of at-risk programs must be conducted at least every two (2) years by the school district, with results reported to the WDE through the accreditation processes.

Approved alternative schools will be funded through the Wyoming funding model starting the funding year following the first year of operation. Pursuant to W.S. 21-13-309(v)(B), approved alternative schools will be resourced in accordance with the at-risk funding model using data provided from the previous school year. After two (2) evaluation cycles by the school district (a total of 4 years), through the evaluation processes, demonstrating academic progress or success of the alternative school's educational program, the WDE will forward relevant documentation to the School Facilities Department for the consideration of including the alternative school in the district's five-year plan under W.S. 21-15-116. After the two evaluation periods, alternative schools will then enter the accreditation cycle of the district. Further information regarding reporting requirements and forms will be made available by the WDE after a school is approved.

## Facility Location Adjustments

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Facility location adjustments for alternative schools prior to entering the district's long term facility plans, specifically when the district seeks to house them in a separate facility due to the inability to collocate with a similarly configured school, must be submitted to WDE for State Construction Department approval prior to any changes to the location to ensure compliance with W.S. 21-13-309 (m)(v)(B)(IV)(4).

The following checklist describes the documentation that will be required when completing the facility location adjustment online for approval.

- Space Constraints
  - Analysis of existing space showing the space is too small for the alternative school's projected enrollment/graduation needs.
  - Provide evidence that the existing schools are too full to share space.
  - Provide reports showing why the building cannot be modified for collocation.
- Academic Incompatibility
  - Demonstrate differences in curriculum and teaching methods that would cause problems if the schools shared space. (e.g., attendance/actual seat time, differing bell schedules, specialized equipment needs, unique student behavior management protocols).
  - Demonstrate the alternative school's students need a separate space for safety or specialized care.
  - Document proof of potential problems for the existing school if it shares space.
- Logistical Challenges
  - Demonstrate how shared transportation would be too difficult.
  - Evidence of significant operational challenges that would compromise the effectiveness of both schools.

[Facility Location Adjustment Link](#)

## Reconfiguration

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The WDE recognizes that there might be situations where changes in configuration may need to be made by the school district and offers the opportunity for school districts to request and gain approval for these changes in their alternative schools.

Applications will be accepted for any changes of current alternative school configurations by the school district during the window, January 1 through March 1 each year. Applications received during this window will be read and evaluated as they are received. If approved, alternative schools will go back through the review process.

For information on applications for reconfiguration or other changes, districts should contact the Wyoming Department of Education. A reconfiguration application link, along with a checklist of assurances for the new configuration, will be provided upon request. Districts will also need to complete the WDE903 submission to the department by May 1st to ensure reconfiguration for the following school year for approved applications.

[Application Planner Link](#)  
[Reconfiguration Link](#)