

# Certificate of Emergency Closure

To be submitted within 3 school days of the closure.

Caldwell District

132

January 17-18, 2024

Date(s) of Closure:

*\*Complete all tan cells*

### Step 1 of 4: Complete the Table

Please align your closure information listed below as best you can with your instructional hours calendars submitted to the SDE at the beginning of the school year.

*For example: if your grades 1-5 were put on one calendar, they should be reflected as such below.*

Follow the instructions listed above each column in the table below.

#### Idaho Code References 33-1003A & 33-512

Date of Closure	Cause of Closure	Building Numbers Affected	Grades Served	Type of Closure	Hours Per Day	Minutes Per Day	Decimal Equivalent	Comments (optional)
January 17, 2024	Weather	ALL	ALL	Full Day			0.000	
January 18, 2024	Weather	ALL	ALL	Full Day			0.000	
					0	0	0.000	
					0	0	0.000	
					0	0	0.000	
					0	0	0.000	
					0	0	0.000	
					0	0	0.000	
					0	0	0.000	
					0	0	0.000	

### Step 2 of 4: Adjust your ISFF Calendars

Update your Student Information System (SIS) to identify the day(s) reported above as Emergency Closures.

**Do not** delete days that become Emergency Closures from your SIS.

### Step 3 of 4: Certify the Closure

In compliance with I.C. 33-1003A, certify the cause and duration of each incident of emergency school closure.

To enter signature, double click in the signature box below and follow 3 pop ups. Enter the Superintendent's signature in the first pop up, click

**Please do not complete the signature until the document is final - it will lock your editing ability once signed.**

I certify that this information is accurate. If requested, I will provide the detail to document the reported information.

X

Superintendent's Signature

### Step 4 of 4: Submit This Form and Follow Up with School Board Minutes

**Immediately** submit this completed form to Dean Reich at dreich@sde.idaho.gov

*Please keep this form in Excel format.*

**After your board approves the closure, please submit a copy of the board minutes approving the closure.**

Be sure the minutes detail the date, duration, and reason for the closure(s) included above.