ANNUAL ASSURANCES for
PUBLIC AND PRIVATE INSTITUTIONS RECEIVING STATE FUNDS FOR COURT
ORDERED OR MEDICALLY NECESSARY PLACEMENTS

Instructions
1. These assurances are to be submitted annually by each institutional school (IN and
OUT of State) to the Wyoming Department of Education (WDE).
2. Submit requested documents found on page 2.
3. In addition to the above, the institutional school is to submit the following items:
   a. Daily instructional schedule
   b. Annual school calendar
   c. Current fee schedule
   d. Description of student population, including ages and “specialties” of institution
   e. Criteria related to admission of students
   f. Criteria related to denial of admission of students
   g. Criteria related to discharge
   h. Policies and procedures ensuring FAPE and IDEA
   i. Current financial statement audited by a certified public accountant to verify the
      institution is operating in accordance with generally accepted accounting principles
4. Request documents be sent electronically (as much as possible) to: jo-
   ann.numoto@wyo.gov.
5. This page with original signature and any supporting documentation too lengthy to send
electronically mail to: Wyoming Department of Education; Attn: Jo Ann Numoto; 2300
Capitol Avenue, 2nd Floor; Cheyenne, WY 82002-2060 by August 4, 2017.

__________________________________________________________
Institution Name and School ID Number

__________________________________________________________
Institutional School Director and/or Designee (Print Name and Title)

__________________________________________________________
Signature and Date of Institutional School Director
ADHERENCE TO STATUTES, RULES, REGULATIONS, POLICIES, AND PROCEDURES

The signature above indicates that this institution is in compliance with ALL education laws of Wyoming and ALL rules and regulations related to education in Wyoming.

The institution understands that it is required to fulfill all statutory, regulatory, and program requirements inherent in this assurances packet and must comply with applicable Wyoming State Board of Education (SBE) rules. If any assurances are lacking, please attach an explanation for the omission.

1. The institution is licensed or accredited as a private RTC, PRTF, or BOCES by the appropriate state authority.
2. The institution ensures all structures used for the purposes of the education program meet all state and local requirements for health and safety.
3. The institution maintains a written statement that identifies the types of educational services provided and the characteristics of the students to be served by the education program of the institution.
4. The institution maintains a current written description of the educational program that includes a description of the student population, including ages.
5. The institution maintains a current description of the educational program that includes a daily instructional schedule, number of instructional hours per day, and number of instructional days per year.
6. The institution maintains accurate case records about each student to include: date of admission, source of referral, court order if applicable, date of discharge, documentation of current custody and legal guardianship, and the student date of birth.
7. The institution maintains accurate records of each student’s actual attendance.
8. The institution maintains accurate reports relating to each student’s education program.
9. The institution maintains all records necessary to comply with ADA and IDEA.
10. The institution employs teacher(s) properly certified and endorsed following their state rules and regulations.
11. The institution guarantees equal opportunities to all education programs regardless of the student’s race, sex, religious preference, or disability.
12. The institution, through collaboration with the student’s resident school district, determines the appropriateness of placement.
13. The institution meets minimum standards for an approved program and holds approved WDE status.
14. The institution meets the billing procedures established by the WDE finance division to receive payments for students’ education costs.
15. The institution records, maintains, and reports all requirements established by Wyoming Statutes related to education (immunization, fire/safety drills, transportation, trainings).