Certificate of Emergency Closure

To be submitted within 3 school days of the closure.

*Complete all tan cells

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.

Step 1 of 4: Complete the Table

Idaho Code References 33-1003A & 33-512

414									

Kimberly District

Date(s) of Closure: January 12, 2024; January 17, 2024

List the Building Numbers Affected by the revision. If it

	Select from the dropdown options. If you select "Other", please use the comment box on the right to describe.	List the Building Numbers Affected by the revision. If it is a district wide revision, you can enter "ALL". Or if the revision applies to most buildings, you can enter "ALL EXCEPT" and list the exceptions.		Select from the dropdown options.	Hours and Minutes fields if it is a Partial Day closure. This should reflect time missed, NOT time in session.		from your hours and minutes entered. If you had a full or half day closure, this will remain at 0.000		_
Date of Closure	Cause of Closure	Building Numbers Affected	Grades Served	Type of Closure	Hours Per Day	Minutes Per Day	Decimal Equivalent	Comments (optional)	
12-Jan	Weather	ALL	ALL	Full Day			0.000		*Examp
17-Jan	Weather	ALL	ALL	Full Day			0.000		*Examp
					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 ISEE 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 "Yes" on

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.

<u>X</u>

Superintendent's Signature

0.000

IMPORTANT: Only complete the This will automatically calculate

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.