



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Michael Sentance  
State Superintendent of Education

January 9, 2017

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of Education

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**MEMORANDUM**

**TO:** County and City Superintendents

**FROM:** Michael Sentance *MS*  
State Superintendent of Education

**RE:** School Make-Up Day Options

In light of severe weather issues in parts of the state last week, please be reminded of Alabama Act No: 2011-235, signed into law by Governor Robert Bentley several years ago.

Due to the potential for severe weather across the state, Governor Bentley declared a state of emergency (a copy of which can be found [here](#)), for all Alabama counties which went into effect beginning at 7 a.m. on Friday, January 6, 2017. Due to this declaration, the attached form should be completed and submitted to my office referencing the day/s your school system may have had to be closed because of weather.

If you have any questions regarding this matter, please do not hesitate to contact my office.

MS:LAK  
Attachment  
FY17-1004

## School Make-Up Day Options

Act No: 2011-235

### LEA Procedural Guidance

Act No: 2011-235 offers two options to local school systems to deal with a day(s) of school lost due to extreme circumstances.

**OPTION 1** states, “In extreme circumstances involving natural occurrences, health-related occurrences, or other extenuating circumstances that result in the cancellation of an instructional day, a local board of education may submit a plan for the approval of the State Superintendent of Education to replace cancelled instructional days by adjusting the school calendar to extend the hours of actual teaching time on specified instructional days.”

***NOTE: Six hours are considered equal to one day.***

**OPTION 2** states, “At any time the Governor of Alabama declares a state of emergency for any part of the state, any affected school system that is closed as a result and loses student days or employee days, or both, may appeal to the State Superintendent of Education for relief in fulfilling the local school calendar with respect to student days or employee days, or both, with no loss of income to employees.”

**If your school system fits into any of the categories/situations listed above, please complete the attached form and submit it with signatures of the LEA Superintendent and LEA Board President to Mr. Michael Sentance, [msentance@alsde.edu](mailto:msentance@alsde.edu), fax to: 334-242-9708 or mail to: Alabama State Department of Education, P. O. Box 302101, Montgomery, Alabama 36130-2101.**

For ALSDE use only:

"Due to the state of emergency issued by Governor Bentley and this approved Make-up Day Form (Options 2 & 3) – all students are to be marked as present for the day/s that your schools were not in session during this time."

APPROVED: \_\_\_\_\_  
Michael Sentance  
State Superintendent of Education

DATE: \_\_\_\_\_

## LEA School Make-Up Day Option Request

LEA: \_\_\_\_\_ DATE: \_\_\_\_\_

Please check the make-up day option you wish to pursue:

\_\_\_\_\_ Option 1: Calendar adjustment with additional instructional time

\_\_\_\_\_ Option 2: Relief from make-up days\*

\_\_\_\_\_ Option 3: A combination of additional time and relief from make-up days\*

Please give a brief narrative regarding the situation in your LEA, the basis for your choice of options, and your plans for implementation upon approval of your request.

\_\_\_\_\_  
LEA Superintendent/Date

\_\_\_\_\_  
LEA Board President/Date

\*In order to qualify for Options 2 and 3, the LEA must reside within a county designated as having a state of emergency declared by the Governor of Alabama.

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