

To be submitted within three (3) school days of a closure.

## Certificate of Emergency Closure

Idaho Code 33-512 & 33-1003A

Use if school was to be open, but administration decided to close school for a partial day, a full day, or longer because of the qualifying cause identified below.

### Step 1 of 5: Enter District/Charter School Number

District/Charter Number:	272	Lakeland District
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### Step 2 of 5: Complete the Table

Please follow the guidance described above each column heading.

Identify the date (mm/dd/yy) or date range (mm/dd-dd/yy). If you select "Other", please use the comment box on the right to describe.	Select from the dropdown options. If you select "Other", please use the comment box on the right to describe.	If all buildings are affected by the closure, enter "ALL". If the closure applies to most buildings, enter "ALL EXCEPT" and list the exceptions. Or, list each of the building numbers affected by the closure.	List the grades affected by the closure. If the closure applies to all grades, enter "ALL".	Select from the dropdown options.	<b>Only complete the Hours and Minutes fields if it is a Partial Day closure.</b> Entries are to represent the instructional time lost.	This will automatically calculate using your hours and minutes entered. If you had a full day closure, this will remain at 0.000.	Required if you selected "Other" for the Cause of Closure field.
Closure Date	Closure Cause	Building(s) Closed	Grades Served	Full or Partial Day Closure	Hours Per Day	Minutes Per Day	Decimal Equivalent
12/17/25	Adverse Weather	All	K-5	Full Day	6	20	6.333
12/17/25	Adverse Weather	All	6-8	Full Day	6	25	6.417
12/17/25	Adverse Weather	All	9-12	Full Day	7	66	8.100
							0.000
							0.000
							0.000
							0.000
							0.000
							0.000
							0.000

### Step 3 of 5: Adjust Student Information System (SIS)

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

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

### Step 4 of 5: Superintendent/Charter School Administrator's Certification

Enter the certifying superintendent or charter school administrator's name and phone number.

*By submitting this form I'm certifying the information above is accurate, I will provide closure details upon request, and I will submit board minutes approving the closure once the minutes are available.*

Name	
Phone	208-687-0431

### Step 5 of 5: Submit This Form and Follow Up with School Board Minutes

Email the completed form to Dean Reich (dreich@sde.idaho.gov) and to Amber Worthington (aworthington@sde.idaho.gov).

After your board approves the closure, email a copy of the board minutes to Dean Reich.

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

### Questions? Contact:

Dean Reich (208) 332-6983

Amber Worthington (208) 332-6829