

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 <b>date</b> (mm/dd/yy) or <b>date range</b> (mm/dd-dd/yy).	Select from the dropdown options. If you select <b>"Other"</b> , please use the comment box on the right to describe.	If all buildings are affected by the closure, enter <b>"ALL"</b> . If the closure applies to most buildings, enter <b>"ALL EXCEPT"</b> 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 <b>"ALL"</b> .	Select from the dropdown options.	Only complete the <b>Hours</b> and <b>Minutes</b> fields if it is a <b>Partial Day</b> closure. 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 <b>"Other"</b> 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	Comments
12/17/25	Adverse Weather	All	K-5	Full Day	6	20	6.333	Wind Storm
12/17/25	Adverse Weather	All	6-8	Full Day	6	25	6.417	Wind Storm
12/17/25	Adverse Weather	All	9-12	Full Day	7	66	8.100	Wind Storm
							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