

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:

Step 2 of 5: Complete the Table

Please follow the guidance described above each column heading.

Closure Date	Closure Cause	Building(s) Closed	Grades Served	Full or Partial Day Closure	Hours Per Day	Minutes Per Day	Decimal Equivalent	Comments
03/12/26	Adverse Weather	All	K-5	Full Day	6	20	6.333	Wind Storm
03/12/26	Adverse Weather	All	6-8	Full Day	6	25	6.417	Wind Storm
03/12/26	Adverse Weather	All	9-12	Full Day	6	35	6.583	Wind Storm
							0.000	
							0.000	
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							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

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 Tressa Anderson (tanderson@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
Tressa Anderson (208) 332-6829