



Petition Your School Board

A simple way to force a response, in writing , within 30 days

If you and your community have concerns about a school policy, rule, program, or decision, you don't have to wait and hope the board listens.

Wyoming law gives citizens the right to petition the school board and requires the board to take action within 30 days.

A petition is one of the best tools parents have because it creates:

- A Paper Trail
- A Clear Request
- A Legal Obligation For The Board To Respond

Your Legal Right

Under Wyoming law ([W.S. 21-3-110\(a\)\(xiii\)](#)), school boards must:

- Consider every petition signed by at least 5 citizens, and
- Take some action within 30 days after it is received, unless the exact same question has already been acted on in the current fiscal year.

What counts as “action”?

Action can include:

- Discussing it
- Placing it on the agenda
- Voting on it
- Responding in writing
- Formally acknowledging it

They don't have to agree but they **do** have to respond.

What Is a Petition?

A petition is a formal written request asking the board to:

- Change a policy
- Remove or modify a program

- Review a concern
- Investigate a problem
- Add something to the agenda

Petitions work best when the request is clear and specific.

When a Petition Is the Right Tool

Use a petition when:

- You want a policy changed or reviewed
- You want curriculum or programming reconsidered
- You want district-wide rules clarified or corrected
- You want a formal board discussion (not private meetings)
- You want the board to respond within a defined time frame

If you are only requesting documents or information, start with Public Records Requests instead.

Before You Petition: One Quick Check

The board is not required to act if the precise question has already been acted on this fiscal year. Before submitting:

- check board meeting minutes from the current fiscal year
- or email the district office and ask if it has already been acted on
(*Note: if it was handled in executive session, the district may not be able to provide details.*)

How to Submit a Petition

Step 1- Gather 5 or more citizens: You need at least five signatures from district residents.

Step 2 - Write one clear request: Your petition should include:

- What you want the board to do
- Why it matters to students and families
- What action you want (agenda item, policy review, vote, etc.)

Step 3 - Submit it with proof

Deliver by:

- Email (best, because it creates a written record)
- In-person delivery (ask for a stamped receipt)
- Certified mail (for documentation)

Step 4 - Ask them to confirm receipt

Always include:

“Please confirm receipt of this petition and notify us of the date it will be addressed.”

Step 5 - Show up

Attend the board meeting where it is addressed and bring supporters.

Petition Template

To: [School District Name] Board of Trustees

[District Address or Board Clerk Email]

Date: [Insert Date]

Subject: Petition Regarding [Clear Topic]

Dear Chair [Name] and Members of the [School District Name] Board of Trustees,

We, the undersigned citizens of [City/Town/County], respectfully submit this formal petition under **W.S. 21-3-110(a)(xiii)**. Wyoming law requires the Board to consider petitions signed by at least five (5) citizens and take some action within thirty (30) days of receipt, provided the precise question has not already been acted upon in the current fiscal year.

We are petitioning the Board to:

[Insert a clear, one-sentence request — what you want them to do.]

[Briefly explain the issue, why it matters, and how it affects students/families. Keep it factual and respectful.]

We respectfully request that the Board:

- Place this petition on the agenda for the next regular board meeting, and
- Provide an opportunity for public comment and discussion, and
- Take formal action within the timeframe required by Wyoming law.
- **(Any other requested action)**

Signatures

[Name] — [Address or City] — [Phone/Email optional] — [Signature]

[Name] — [Address or City] — [Signature]

(continue to at least five)

Please confirm receipt of this petition and notify us of the scheduled Board action or meeting date regarding this matter.

Thank you for your time and service,

[Lead Contact Name]

[Email & Phone]

Tips to Make Your Petition Stronger

- Keep it to **one page** if possible
- Make the request specific (not “we’re concerned about...”)
- Ask for one action (review, remove, amend, vote, agenda placement)
- Attach evidence separately (screenshots, policy excerpts, etc.)
- Submit by email or certified mail so there’s proof of delivery

What If the Board Ignores You or Refuses to Act?

If 30 days pass with no action:

Step 1 - Follow up in writing: “This is a follow-up regarding our petition submitted on [date]. Please confirm what action the Board has taken and when it will be addressed.”

Step 2 - Use public accountability

- Speak during public comment
- Ask trustees publicly for the timeline
- Submit a public records request for emails related to the petition topic (if needed)

Step 3 - Escalate as Needed

If your petition involves policy violations or rights violations, you can contact:

- The Wyoming Department of Education
- The Public Records Ombudsman (if a records request is involved)
- Appropriate state or federal agencies (depending on the issue)

Why This Matters

A petition is more than a complaint, it is a formal action tool written into Wyoming law.

It forces the board to:

- Acknowledge your request
- Respond publicly or formally
- Create a record of the issue
- Take action within a defined timeframe

A petition forces the board to respond, creates a record, and puts your community’s concerns on the official agenda.