



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2016-132

TO: School District Superintendents
Curriculum Coordinators
High School Principals
High School Counselors
WISE Coordinators

FROM: Lisa Weigel, Chief Policy Officer

DATE: November 21, 2016

SUBJECT: 2017-2018 Hathaway Success Curriculum Course Verification

VIRTUAL SESSIONS FOR HATHAWAY COURSE APPROVAL **MUST BE COMPLETED BY JAN 1, 2017**

School districts are required by state law to submit a list of courses provided that satisfy the Hathaway Scholarship Program Success Curriculum (HSC) requirements (specified in [W.S. 21-16-1307\(f\)\(i\)](#)) for verification by the Wyoming Department of Education.

The process for submission has changed. In order to streamline the process and cover general questions, pertinent district personnel who submit HSC courses to the WDE for approval are strongly encouraged to attend one 15-minute virtual session listed in the below table. Please know that the verification of HSC courses may be delayed if the correct process is not followed.

Session Dates and Times:

- December 1, 2016: 9:00AM and 4:00PM
- December 6, 2016: 9:00AM and 4:00PM
- December 8, 2016: 9:00AM and 4:00PM
- December 13, 2016: 9:00AM and 4:00PM
- December 15, 2016: 9:00AM and 4:00PM
- December 20, 2016: 9:00AM and 4:00PM
- December 22, 2016: 9:00AM and 4:00PM
- December 27, 2016: 9:00AM and 4:00PM
- December 29, 2016: 9:00AM and 4:00PM

Sign up for these sessions at: <https://docs.google.com/forms/d/e/1FAIpQLSckr9j7bHNZbUxvtloREnXnIA0OHT1fB4ZwFnt7cNJ3Rxf08w/viewform>. Should personnel not be able to attend any of the above dates, please contact the Hathaway Team to set up a separate session date. The session must be completed before January 1, 2017.

Timeline for the 2017-2018 HSC Course Verification Process

ORGANIZATION	DEADLINE	MATERIALS
School District	Dec 2016	District personnel attend at least one session for information regarding the new HSC process.
School District	Jan 1-20, 2017	Submit any new course requests, syllabi, and the signed HSC assurance to the WDE. All new courses in the following subject areas must be approved by the WDE prior to adding the courses to the WDE638: Math, Science, ELA, Social Studies, and Foreign Language. CTE and FA courses will be determined at the local level and can be added to the WDE638 without prior WDE approval.
WDE	Jan 20-Feb 3, 2017	Review all new Hathaway courses submitted by the school districts.
WDE	Week of Feb 6, 2017	Send out final updated 2017-18 course verification form to school districts.
School District	Feb 13-17, 2017	Add courses approved by the WDE to the WDE638 and mark as Hathaway courses.

The timeline reflected in the table above ensures the intent of W.S. 21-16-1307(f)(i) is met. If necessary, districts may submit additional changes to their 2017-18 SY HSC form during two additional windows: May 2017 and September 2017.

For more information, please contact Bradley Barker or Jennifer Peterson at hathawayship@wyo.gov.