



**WYOMING**  
DEPARTMENT OF EDUCATION

*Creating Opportunities  
for Students to Keep  
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## MEMORANDUM NO. 2017-046

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

**FROM:** Lisa Weigel, Chief Policy Officer

**DATE:** April 3, 2017

**SUBJECT:** 2017-18 Hathaway Success Curriculum Course Verification

## 2017-18 HATHAWAY SUCCESS CURRICULUM COURSE VERIFICATION

Per Wyoming Statute [21-16-1307\(f\)\(i\)](#), each school district must submit a list of provided courses which satisfy the Hathaway Scholarship Program Success Curriculum (HSC) requirements to the Wyoming Department of Education (WDE) for verification.

For those districts that submitted course requests during the January 2017 window, the submission process remains the same for the May submission window. For districts that did not submit new course requests during the January 2017 window, the process has changed since last year. In order to streamline the process and cover general questions, pertinent district personnel who submit HSC courses to the WDE for approval are encouraged to attend one of the 15-minute virtual sessions listed below. The verification process may be delayed if the correct process is not followed.

Session dates and times:

- April 3, 2017: 9:00 a.m. and 4:00 p.m.
- April 10, 2017: 9:00 a.m. and 4:00 p.m.
- April 17, 2017: 9:00 a.m. and 4:00 p.m.
- April 24, 2017: 9:00 a.m. and 4:00 p.m.

Sign up for the available sessions [online](#).

The timeline for the 2017-2018 HSC course verification process is as follows:

<b>Organization</b>	<b>Deadline</b>	<b>Materials</b>
School District	May 1-31	Submit any new course requests, syllabi, and the signed HSC assurance to the WDE during the May 1-31, 2017 collection window. Prior to submission of course materials, please fill out this form located at: <a href="https://docs.google.com/forms/d/e/1FAIpQLSfJs7V5-Fa2rfy_V0d-3Wxv3fZxH2LI2YK18o8IxWvOVRHJbw/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSfJs7V5-Fa2rfy_V0d-3Wxv3fZxH2LI2YK18o8IxWvOVRHJbw/viewform?usp=sf_link</a> . 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	June 1-9, 2017	Review all new Hathaway courses submitted by the school districts.
WDE	June 12, 2017	Send out final updated 2017-18 course verification form to school districts.
School District	June 12-16 , 2017	Add courses approved by the WDE to the WDE638 and mark as Hathaway courses.

This timeline 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 one last additional window during September 2017.

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*For more information, contact Bradley Barker or Jennifer LaHiff at [hathawayscholarship@wyo.gov](mailto:hathawayscholarship@wyo.gov).*