



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2015-140

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

FROM: Brent Young, Chief Policy Officer

DATE: November 23, 2015

SUBJECT: 2016-2017 Hathaway Success Curriculum Course Verification

2016-2017 HATHAWAY SUCCESS CURRICULUM COURSE VERIFICATION

ACTION REQUIRED: TIME SENSITIVE

By law, each school district must submit to the Wyoming Department of Education a list of courses they are using that satisfy the Hathaway Success Curriculum (HSC) requirements. The WDE will then verify the list. Wyoming legislation Enrolled Act No. 125 § 21-16-1307(f)(i) states:

[The department shall by rule and regulation]: Provide for each school district to submit, and the department to verify, a list of courses provided in the district which satisfy the success curriculum requirements specified in this section. The rules shall include a process to authorize and verify functional equivalents of courses specified in this section. The verification process shall be completed in sufficient time for students registering for the subsequent school year to be apprised of the courses which meet the success curriculum requirements.

Detailed instructions for the 2016-17 Hathaway Success Curriculum (HSC) will accompany each district's HSC assurance form, which will be emailed directly to each district by December 9, 2015.

Below is the timeline for the 2016-17 HSC course verification process:

- By 12/09/15: The WDE emails a Statement of Assurance to school district superintendents

- By 12/15/15: School Districts review the WDE638 data collection's 15-16 SY Hathaway courses to ensure accuracy.
 - School Districts must designate a POC within the district for the WDE, and must use this POC to contact the WDE Hathaway Team.
- By 01/08/16: School Districts submit any new courses along with syllabi to the WDE by 01/08.
 - CTE and FA courses will be determined at the local level, and can be added to the WDE638 at any time without prior approval. However, new courses in Math, Science, ELA, Social Studies, and Foreign Language must be approved by the WDE.
- 01/08/15 - 02/01/15: The WDE reviews all new Hathaway courses that have been submitted.
- The week of 02/09/15: The WDE sends out the final updated 2015-2016 Course Verification Form to school districts.
- 02/15/16 - 02/19-16: School Districts add courses approved by the WDE to the WDE638 collection, and mark them as HSC courses.

The timeline above ensures that the intent of the Act is met: "The verification process shall be completed in sufficient time for students registering for the subsequent school year to be apprised of the courses which meet the success curriculum requirements." If necessary, districts may submit additional changes to their 2016-17 HSC form during May 1-31, 2016 and September 1-30, 2016.

All new HSC requests must be accompanied by syllabi in order to be approved. An example template of the information required by the WDE's content specialists can be found [here](#).

The WDE understands you may need additional guidance as you go through this process. If you need any assistance updating your HSC forms, please contact Bradley Barker or Jennifer Peterson at hathawayscholarship@wyo.gov.