



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

Jillian Balow

Superintendent of Public Instruction

Dicky Shanor

Chief of Staff

Brent Bacon

Chief Academic Officer

Megan Degenfelder

Chief Policy Officer

Dianne Bailey

Chief Operations Officer

Cheyenne Office

Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne WY 82002-2060
Phone: (307) 777-7675
Fax: (307) 777-6234

Riverton Office

320 West Main
Riverton, WY 82501
Phone: (307) 857-9250
Fax: (307) 857-9256

On the Web

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MEMORANDUM NO. 2017-130

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

FROM: Megan Degenfelder, Chief Policy Officer

DATE: December 4, 2017

SUBJECT: 2018-2019 Hathaway Success Curriculum Course Verification

2018-2019 HATHAWAY SUCCESS CURRICULUM COURSE VERIFICATION

[State Statute](#) requires districts to submit a list of courses that satisfy the Hathaway Scholarship Program's Success Curriculum (HSC) requirements.

The process for submission has changed. To streamline the process and cover general questions, district personnel who submit HSC courses to the Wyoming Department of Education (WDE) for approval are strongly encouraged to attend one of the virtual sessions listed below. In addition, a video demonstrating the new procedures can be seen [here](#). Verification of HSC courses may be delayed if the correct process is not followed.

Session Dates and Times:

- December 4th: 9:00AM
- December 11th: 9:00AM
- December 18th: 9:00AM
- January 4th: 9:00AM

[Sign up for these sessions here.](#)

Timeline for the 2018-2019 HSC Course Verification Process:

ORGANIZATION	DEADLINE	EVENT
School District	December and January 2017	District personnel attend at least one session and view the video above.
School District	December 1-January 19	Add new courses to the WDE638 with the Hathaway indicator turned on and resubmit to the department.
School District	January 1-19, 2018	Submit course description and syllabus via the Hathaway Submission Application. Submit signed HSC assurance to the WDE via email at hathawayscholarship@wyo.gov .
WDE	January 20-February 2, 2018	Review all new Hathaway courses submitted by the school districts.
WDE	Week of February 5, 2018	Send out final updated 2018-19 course verification form to school districts.
School District	February 12-16, 2018	Ensure the WDE638 is validated and certified through the Hathaway Submission Application to ensure new courses display correctly.

The timeline reflected in the table ensures the intent of State Statute is met. If necessary, districts may submit additional changes to their 2018-19 SY HSC form during two additional windows in May and September of 2018.

For more information, contact Bradley Barker or Jennifer LaHiff at hathawayscholarship@wyo.gov.