



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2018-051

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

FROM: Megan Degenfelder, Chief Policy Officer

DATE: April 23, 2018

SUBJECT: 2018-19 Hathaway Success Curriculum Course Verification

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. This list must be submitted to the Wyoming Department of Education (WDE) for verification through the WDE638 collection.

The process for submission has changed. To streamline the process and cover general questions, district personnel who submit HSC courses to the WDE for approval are strongly encouraged to view this [video](#) demonstrating the new procedures. District personnel may also [sign up here for a one-on-one tutorial](#). Verification of HSC courses may be delayed if the correct process is not followed.

Timeline for the 2018-19 HSC Course Verification Process:

ORGANIZATION	DEADLINE	EVENT
SCHOOL DISTRICT	MAY 1-31, 2018	ADD NEW COURSES TO THE WDE638 WITH THE HATHAWAY INDICATOR TURNED ON AND RESUBMIT TO THE WDE.

ORGANIZATION	DEADLINE	EVENT
SCHOOL DISTRICT	MAY 1-31, 2018	SUBMIT COURSE DESCRIPTION AND WYOMING STANDARDS BEING MET IN THE COURSE VIA THE HATHAWAY SUBMISSION APPLICATION. SUBMIT SIGNED HSC ASSURANCE TO THE WDE VIA EMAIL AT HATHAWAYSCHOLARSHIP@WYO.GOV . ONLY ONE ASSURANCE IS NEEDED FOR EACH SCHOOL YEAR.
WDE	JUNE 1-15, 2018	REVIEW ALL NEW HATHAWAY COURSES SUBMITTED BY THE SCHOOL DISTRICTS.
WDE	WEEK OF JUNE 18, 2018	SEND OUT FINAL UPDATED 2018-19 COURSE VERIFICATION FORM TO SCHOOL DISTRICTS.
SCHOOL DISTRICT	JUNE 18-22, 2018	ENSURE THE WDE638 IS VALIDATED AND CERTIFIED THROUGH THE HATHAWAY SUBMISSION APPLICATION TO ENSURE NEW COURSES DISPLAY CORRECTLY.

This timeline ensures the intent of the State Statute is met. If necessary, districts may submit additional changes to their 2018-19 SY HSC form during one final window in September of 2018.

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

Attachments

- Hathaway Assurance Form
- Guide to Submitting Hathaway Courses
- New Course Information