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JILLIAN BALOW

Superintendent of Public Instruction

DICKY SHANOR

Chief of Staff

SHELLEY HAMEL

Chief Academic Officer

MEGAN DEGENFELDER

Chief Policy Officer

DIANNE BAILEY

Chief Operations Officer



CHEYENNE OFFICE

122 W. 25th St. Suite E200
Cheyenne, WY 82002
307-777-7675

RIVERTON OFFICE

320 West Main
Riverton, WY 82501
307-857-9250



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MEMORANDUM NO. 2018-093

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

FROM: Megan Degenfelder, Chief Policy Officer

DATE: August 27, 2018

SUBJECT: 2018-19 Hathaway Success Curriculum Course Verification

FINAL SUBMISSION WINDOW FOR 2018-19 HATHAWAY 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 a [video](#) demonstrating the new procedures. District personnel may [sign up online 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	September 1 - 30, 2018	Add new courses to the WDE638 with the Hathaway indicator turned on and resubmit to the department.
School District	September 1 - 30, 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	October 1 - 15, 2018	Review all new Hathaway courses submitted by the school districts.
WDE	Week of October 15, 2018	Send out final updated 2018-19 course verification form to school districts.
School District	October 22-26, 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 the state statute is met. This is the final submission window for approval of Hathaway courses offered during the 2018-19 school year.

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