MEMORANDUM NO. 2019-002

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

FROM: Kari Eakins, Chief Policy Officer

DATE: January 7, 2019

SUBJECT: 2019-20 Hathaway Success Curriculum Course Verification

SUBMISSION WINDOW FOR 2019-20 HATHAWAY COURSE VERIFICATION
DUE JANUARY 31, 2019

State statute requires school 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 and the Hathaway Course Verification Application.

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 processes. District personnel may also sign up online for a one-on-one tutorial. Verification of HSC courses may be delayed if the correct process is not followed.
Steps for the 2019-20 HSC Course Verification:

- Submit Statement of Assurance via hathawayscholarship@wyo.gov.
- Submit 2019-20 WDE638 with new courses marked as "yes" under the Hathaway indicator.
- Verify courses in the Hathaway Course Verification Application.
- All steps must be completed by January 31, 2019.

All new courses are also required to have a course description and the Wyoming standards being met in the course submitted through the Hathaway Course Verification Application. More information is available on the Hathaway Scholarship website.

The steps reflected above ensure the intent of the state statute is met. There will be two additional submission windows in May and September for the 2019-20 school year for Hathaway courses.

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