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MEMORANDUM NO. 2019-061

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

FROM: Kari Eakins, Chief Policy Officer

DATE: April 22, 2019

SUBJECT: 2019-20 Hathaway Success Curriculum Course Verification

SUBMISSION WINDOW FOR 2019-20 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 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 Form](#) via hathaway scholarship@wyo.gov (one submission per school year).
- 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 **May 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. The steps reflected above ensure the intent of the state statute is met. There will be one additional submission window in September for the 2019-20 school year for Hathaway courses.

Additional resources can be found [here](#).

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