

Updates to the [Educational Services Manual \(ESM\)](#) and the [Course and Curriculum Manuals \(CCM\)](#) are released at the end of each month with a summary published and distributed to the ISA, SSA and Course & Curriculum distribution lists.

Please ensure you download the latest version of the ESM (attached to this email and available on myWTCS) and discontinue use of previous versions.

Attachments: WTCS ESM 2026 0828

Notes for the August 2026 release:

ESM Chapters

Chapter 7 Course Requirements:

- Corrected error on page 73 regarding course outcome summaries (COS) and syllabi: updated to note that syllabi and course summaries are required for postsecondary courses and recommended for adult education courses. Previous language state “recommended” for both categories of courses and conflicted with correct information in the table on page 76.

Chapter 8 Working with Apprenticeships:

- Chapter formatting updated for better accessibility and overall readability. Obsolete references to the previous version of the CCP Data System (“the Portal”) were removed.

Resources

- **Course Requirements and Expectations guidance document: This resource has been retired and removed from myWTCS.** Contents of this document have been housed in the ESM for some time, making this document obsolete. Please discontinue use and refer to the ESM for the most current and accurate course information. Note that this document contained the same error that was remedied in the ESM Chapter 7 notes above.

Do you have questions about this release? Use this form to submit them to us:

[ESM Maintenance Release Information Request](#)

2026 dates for release are:

September 25
October 30
November 27
December 31