



## **SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION**

### **What To Do First:**

On the [South Carolina Department of Education](#) (SCDE) Web site, you may initiate your plans to make a change from a school into a program or from a program into a school. Begin with the Office of Federal and State Accountability [School Identification Numbers](#) (SIDN) site. There you will find names to contact with your questions. Additionally, links may be found for:

- ◆ [Request For A School Identification Number](#) (SIDN)
- ◆ [School Closing Form](#)
- ◆ [Grade Span Changes](#)

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## **Change:**

**Schools into  
Programs  
Or  
Programs into  
Schools**



## Need-To-Know Information

Districts thinking of making changes—such as closing a school that may become a program or a program growing into a school—should consider making these changes before the opening of school. Making these types of changes after the opening of school will place a burden on the district technology, finance, and guidance staff.

### Funding FYI:

- ◆ State funding is initially based upon the prior year 135-day student count and adjusted at the 45-day student count and 135-day student count of the current year.
- ◆ Reducing or increasing enrollment at a school will impact funding. Average Daily Membership (ADM) is not just a headcount.
- ◆ Under a federal definition, "school means: (a) An educational unit of high school or under, recognized as part of the educational system in the State and operating under public or nonprofit private ownership in a single building or complex of buildings..." Programs and schools may qualify for federal funding of nutritional food and food distribution.
- ◆ Funding for students in programs stays with the home districts.
- ◆ Transportation issues have many facets and no one-size-fits-all answers are given. One principle remains constant, no state transportation funds will be expended for schools of choice.

### Program FYI:

- ◆ Students in programs are listed in PowerSchool at their home schools (not the program) and thus their home districts.
- ◆ When a school is no longer designated a school, and becomes a program, students must be un-enrolled from that school, then transferred and enrolled in another school. Records and transcripts must be sent and noted at the new school. The student may then be enrolled in the program.
- ◆ Programs are not accredited by the South Carolina Department of Education (SCDE).
- ◆ Student grades, schedules, and attendance must be kept at the home school when students attend a program.

- ◆ For programs: on-time graduation rates, data from mandated testing, improvement/growth ratings, and federal ESEA accountability ratings all stay with the students' home districts/schools.
- ◆ Teachers serving in programs that are multi-district are attached to the district where the program is located.
- ◆ Facility issues may occur if a space created and approved for 4K, 5K-12, adult education, vocational education, or administrative use is turned into space for any other of those types of programs.
- ◆ Attaching students to specific teachers is more difficult in a program. This may create an issue especially with teacher licensure and special education teachers.
- ◆ Students in programs receive textbooks from association with their home schools. Textbooks are ordered by and delivered to students' home schools. Textbooks must be transported to program sites. The home school is held responsible for textbook damage or loss. (January 2014)
- ◆ Programs are responsible for all federal guidelines for exceptional children.
- ◆ When districts work together to serve students in special education through a program or a school, they must formulate a multi-district agreement. The basis for a multi-district agreement is one district not having enough students within a special education category to provide the most appropriate type of service.
- ◆ Programs are not issued School Identification Numbers (SIDN).
- ◆ Information for Teacher Salary Supplements (TSS) comes from the Professional Certified Staff (PCS) application. A program is tied to a district and a school, and the teachers should be in PCS for that school.

### School FYI:

- ◆ A federal National Center for Education Statistics (NCES) identification number (ID) is only given to schools (not programs). Many federal grants require NCES IDs to apply.
- ◆ Schools receive School Identification Numbers (SIDN).

- ◆ When a program is converted into a school, students must be un-enrolled from their home schools and transferred to the new school. Records and transcripts must be sent and noted at the new school.
- ◆ Schools are accredited by the SCDE.
- ◆ If students are located at a school that was once a program, on-time graduation rates, data from mandated testing, improvement/growth rating, federal ESEA accountability ratings all stay with the district where the school resides.
- ◆ Students in schools are listed in PowerSchool at their home schools and the district serving that school.

### SIDN FYI:

- ◆ After a school has been closed to create a program (SIDN retired) or opened to change a program into a school (SIDN created) the following SCDE Offices are simultaneously notified. If you have questions generated around a specific topic, you may contact these Offices for more information.
  - ◆ [Finance](#)
  - ◆ [Data Warehouse Administration](#)
  - ◆ [PowerSchool Administration](#)
  - ◆ [Research and Data Analysis](#)
  - ◆ [School Identification Numbers](#)