



SC DEPARTMENT OF EDUCATION

2024–2025 Directions for Submitting the District Strategic and School Renewal Plans

The annual “**Update**” to the Strategic Renewal Application (District Strategic and School Renewal Plans) is **due April 30, 2024**.

1. South Carolina Grants Electronic Management System (GEMS) Log On

- a. Use the following web link to sign in to GEMS:
southcarolina.egrantsmanagement.com
- b. Go to Search and select Plans.

NOTE: The 2024 cyclical review does not have to be complete to start the applicable Updates 1-4.

2. Select County (District) and Update the Plan Year

- a. Select your County (District)
- b. Begin the Update by changing the plan year to **2025**.
- c. Click on LEA Strategic Plan or School Plan as Applicable.
- d. **NOTE:** The Executive Summary of Needs Assessment will not transfer to Update 1.
- e. Change Status To: “LEA Strategic Plan or School Renewal Plan Started” as Applicable

3. Plan Information and Stakeholders

- a. Change the Phase of Plan Status or District/School Contact Information as Applicable.
- b. Add the new board approval date.
- c. Determine if persons should be added or removed.

4. Needs Assessment Data

- a. Provide the newest link to the School Report Card for Needs Assessment Data.
- b. Only use data that is discussed in the Executive Summary of Needs Assessment and captured in the Performance Goals.
- c. Formative and summative data can be inserted in the second box or uploaded as Related Documents.
- d. Make sure that any formative and summative data used is analyzed in the Executive Summary and reflected in the Performance Goals.
- e. Do not copy data already reflected in the Report Card.

- f. Providing additional district or school needs assessment data to gauge student learning is optional.

5. Executive Summary of Needs Assessment Data

- a. There must be an analysis of data for each of the following areas:
 - i. **Student Achievement**-Including Sub-groups
 - *Early Childhood/Primary (PK-2)*
 - *Elementary/Middle (3-8)*
 - *High School (9-12)*
 - ii. **Teacher/Administrator Quality**
 - iii. **School Climate**
 - iv. **Other District Priorities** (*as applicable*)
 - v. **Gifted and Talented**
- b. The data and the Executive Summary of Needs Assessment should directly correlate to the Performance Goals.
For Example: "The data shows our scores decreased by x so we will plan to focus our efforts to improve by y%."
- c. For School Renewal Plans Insert "N/A" in the boxes that do not apply to your grade level(s).

6. Performance Goals

- a. This section should remain the same unless adjustments are requested by the SCDE or the district.
- b. Remember that all goals must be SMART goals: Specific, Measurable, Attainable, Realistic, and Time-Based (five years).

7. Interim Performance Goals

- a. The Interim Performance Goals are for 2024–25 and must be changed from the previous year's prediction.
- b. What are the school's goals after reviewing this year's data? What are the desired achievements for 2024–25?

8. Analysis of Projected Data

- a. Review baseline data, data from the initial plan year, and this year's data results.
 - Consider improvements and declines.
 - Discuss why you will continue with your course of action or why changes are needed.

9. Ensure the Accuracy of the Performance Goals, Indicators of Implementation, and Action Steps

- a. Review the following sections for accuracy and make any adjustments as necessary.
 - Performance Goal Areas
 - Performance Goals
 - Indicators of Implementation

- Evidence-Based Research
- Action Steps
- People and Time

In addition to the DSSR plans, the Gifted and Talented Required Table, the District Proficiency-Based Systems Plan, and District Site Identification of Summer School Program documents are included as a part of the submission process. NOTE: These plan documents are to be submitted at the district level only.

10. Gifted and Talented Required Tables document (*District level only*)
Please contact Josie Stratton at jstratton@ed.sc.gov for questions regarding the GT document.

- Complete the Gifted and Talented Required Tables section.

11. District Proficiency-Based Systems Plan (*District level only*) Please email proficiency@ed.sc.gov for questions regarding the proficiency-based systems plan.

- For initial 5-year Plans:**
 - Review the [Guidelines](#)
 - Complete the [Proficiency-Based Systems Plan Application](#) on the SCDE website; a confirmation of receipt along with a PDF copy of your submission will be sent to your email.
 - Once in the member center, click the Initial Proficiency Plan radio button.
 - Click Choose File, then click Open.
 - Upload the PDF copy of your PBS submission to the member center.
- For the Annual Update:**
 - Complete the [Proficiency-Based System Plan Evaluation](#) document.
 - Turn the completed document into a PDF document.
 - Select the radio button entitled Evaluation.
 - Click Choose File then click Open.
 - Upload the PDF document.

12. District Summer School Programs Site Identification (*District level only*)
Please contact Barret Leviner at bleviner@ed.sc.gov for questions regarding the District Summer School Programs Site Identification document and the District Calendar.

- Complete the Identification of Summer School Program Sites section (as applicable.)
- The 2024–2025 District Calendar must be uploaded in the “**Related Documents**” section.

13. Submitting Plan for Agency Review (*District level only*)

Superintendent or District Administrator will:

- a. Review the plan for accuracy. You may print the plan by clicking on Print District Plan Draft.
- b. Click Submit Plan for Agency Review.
- c. Ensure no error messages appear during the submission process.

14. 2024–25 Read to Succeed Reading Plans for Districts and Schools

Please note that the Read to Succeed Plans do not have to be submitted as a part of the integrated DSSR Plan process and are due **OCTOBER 15, 2024**. A memo with instructions concerning the Reading Plans will come from the Office of Early Learning and Literacy in the fall of 2023. Information regarding the Reading Plans can be found at [Reading Plans \(State, District, and School\)](#). You may also contact the following persons in the Office of Early Learning and Literacy: Dr. Abbey Duggins, Director at asduggins@ed.sc.gov or 803-734-3150 or Marie Gibbons, Team Lead at mgibbons@ed.sc.gov or 803-734-0529.

15. Assurances

- a. The Assurances Plan Pages **Must** be Completed for both the district and the schools.

16. Waiver (if applicable)

Complete the requested information or select Not Applicable if your district or school does not have a waiver.

NOTE: Districts and schools submitting at the beginning of the 5-Year Plan cycle should select Not Applicable unless a waiver request has been approved to submit the DSSR plans after the April 30 due date.

17. Related Documents (if applicable)

For specific questions regarding the DSSR Plan process contact the Education Associate assigned to your district.
