



SC DEPARTMENT OF EDUCATION

## 2025–2026 Directions for Submitting the District Strategic and School Renewal Plans

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1. Go to the [SCDE website](#), and click *Login* on the far, right-hand side.
2. On the left-hand side of the screen, enter your username, and password and click *Logon*.
3. Under Applications, select *Strategic Renewal*.
4. Select your district from the drop-down menu. School personnel will select their school from the drop-down menu on the right.
5. District Administrators select *Administer District Strategic Plans*. Choose step #7 or step #8 below as applicable.
6. School Principals select *Administer School Renewal Plans*. Choose step #7 or step #8 below as applicable.
7. **How to Initialize a New 5-Year Plan:**  
(If the district or school is on an annual Update, go to step #8.)
  - a. Select Permanently Close 5-Year Plan.
  - b. Verify you want the 5-year plan permanently closed.
  - c. Select New 5-Year Plan.
  - d. Enter 2024. Save and Return to Main Menu.
  - e. Go to step #9.
8. **How to Open an Annual Update (for years 2, 3, 4, and 5):**
  - a. Select New 2025–26 Update Plan
  - b. Click Save and Return to Main Menu.
  - c. Go to step #9.

**ALL USERS SHOULD NOW BE ON THE MAIN MENU PAGE.**

9. **Signature Page:**
  - a. Complete the requested information or ensure existing information is correct.
  - b. Print the signature page by selecting Print PDF. (Document will open in a new window.) Print the page.
  - c. Return to the application and click Save and Return to Main Menu.

- d. Obtain the required signatures and dates from persons appearing on the signature page. Then, turn the page into a PDF document and scan it onto your desktop.
- e. Go to Attached Documents.
- f. Click Choose File, select the signature PDF file, click Open, and Upload the signed Signature Page. (The file should appear in the chart under the heading File Name.)
- g. Select the radio button (Replace) under Signature Page (with signatures).
- h. Click Save.
- i. Click Main Menu.

**10. Assurances Page(s):**

- a. Complete the requested information or ensure existing selections are correct.
- b. Click Save and Return to Main Menu.

**11. Stakeholders Page:**

- a. Complete the requested information or ensure existing information is correct
- b. Click Save and Return to Main Menu.

**12. District Requested Waiver Page:**

- a. 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 (District Strategic and School Renewal) plans after the April 30 due date.
- b. Click Save and Return to Main Menu.

**At this point, decide if the district/school will type into the application using either the provided templates or use the One-Upload Replacement file** (Table of Contents, Needs Assessment Data, Executive Summary of Needs Assessment Data Findings, Performance Goals, and Action Plans). **If you are typing into the application, continue with step #13. If you are using the One-Upload Replacement file, go to step #16.**

**13. Needs Assessment Data:**

- a. Select Choose file.
- b. Click the PDF file from your computer that contains your district/school's needs assessment data (link to School Report Card).
- c. Click Open.
- d. Click Upload. (File should appear.)
- e. Select Main Menu.

**14. Executive Summary of Needs Assessment Data Findings Page:**

- (If you are uploading your plans, skip this step and go to step #16.)
- a. Click Add Conclusion.

- b. Select radio button for the appropriate assessment type, i.e., School Climate, Teacher/Administrator Quality, Student Achievement, Gifted and Talented (District Level Only).
- c. Type a conclusion.
- d. Click Save and Close
- e. Enter conclusions for remaining assessment areas. When finished, click Main Menu.

**15. Performance Goals and Actions Plans Pages:**

(If you are uploading your plans, skip this step and go to step #16.)

- a. Click Add New Performance Goals.
- b. Select the Appropriate Performance Goal area (Student Achievement, Teacher/Administrator Quality, School Climate, etc.) from the drop-down box.
- c. Enter a SMART goal that correlates to a need in the needs assessment summary.
- d. Click Add Overall Measures.
- e. Enter data in all available boxes.
- f. Click Save.
- g. Click the Action Plan tab located next to the Performance Goal tab.
- h. Click Add Strategy.
- i. Click Save and Close.
- j. Click Add Action Step.
- k. Enter all requested information.
- l. Click Save and Close. Repeat for each performance goal.
- m. Click Main Menu.

**16. Attached Documents Page: One Upload Replacement File**

If you have completed steps #13, #14, and #15 by typing into the application, skip this step and go to step #17. **NOTE: If you have already typed the Executive Summary of Needs Assessment Data Findings, Performance Goals, and Action Plans into the application and select One Upload Replacement, it will override the previously typed data.**

- a. Click Choose File and upload the PDF document that includes Table of Contents, Needs Assessment Data, Executive Summary of Needs Assessment Data Findings, Performance Goals, and Action Plans.
- b. Click Upload. (The file will appear in the chart under the heading entitled File Name.)
- c. Select the radio button, One Upload Replacement.
- d. Click Save.
- e. Click Main Menu.

**ALL USERS SHOULD NOW BE ON THE MAIN MENU.**

**17. Attached Documents Page (Optional Files):**

Districts and schools can upload a Title Page, or Mission and Vision Statements as optional files.

- a. Save each document separately as a PDF document.
- b. Select Attached Documents from the Main Menu page.
- c. Select Choose File.
- d. Find the PDF document from your desktop and click Upload.
- e. The file name will appear in the chart under the heading entitled File Name.
- f. Click the radio button that identifies the document as a Title Page, or Mission and Vision Statement.
- g. Click Save.
- h. Click Main Menu.

**18. Submit for District Review (Schools only)**

- a. Review the plan for accuracy. You may print the plan by clicking on Print School Plan Draft.
- b. Click Submit for District Review.
- c. Ensure no error messages appear during the submission process.
- d. The school administrator portion of the school renewal plan is finished.

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.

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

- a. Complete the [Gifted and Talented Required Tables document](#).
- b. Turn the completed Gifted and Talented Required Tables document into a PDF document.
- c. Upload the PDF document.

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

**a. For Initial 5-year Plans**

- 1) Review the [Guidelines](#).
- 2) Complete the [Proficiency-Based Systems Plan Application](#) on the SCDE website; confirmation of receipt along with a PDF copy of your submission will be sent to your email.
- 3) Once in the member center, click the Initial Proficiency Plan radio button.
- 4) Click Choose File, then click Open.
- 5) Upload the PDF copy of your PBS submission to the member center.

**b. For the Annual Update**

- 1) Complete the [Proficiency-Based System Plan Evaluation document](#).

- 2) Turn the completed document into a PDF document.
- 3) Select the radio button entitled Evaluation.
- 4) Click Choose File then click Open.
- 5) Upload the PDF document.

**21. District Summer School Programs Site Identification (District level only)**  
**Please contact Clint Palmer at [cpalmer@ed.sc.gov](mailto:cpalmer@ed.sc.gov) for questions regarding the District Summer School Programs Site Identification document.**

- a. Complete the [District Site Identification of Summer School Programs document](#).
- b. Turn the completed District Summer School Programs Site Identification document into a PDF document.
- c. Upload the PDF document.

**22. 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.

**23. How to Open a Revision for 2025–26:**

- a. Select New 2025–26 Revision Plan.
- b. Click Save and Return to Main Menu.
- c. Go to step #13 or #16.

**24. 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, 2025**.

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 \(State, District, and School\)](#). For additional assistance please contact Marie Gibbons at [mgibbons@ed.sc.gov](mailto:mgibbons@ed.sc.gov) or 803-734-0529.

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

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