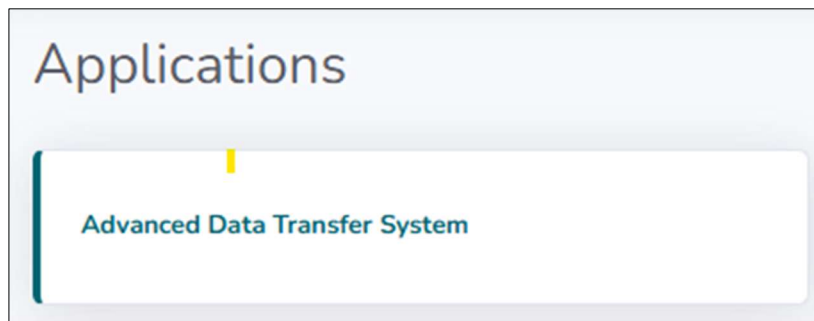




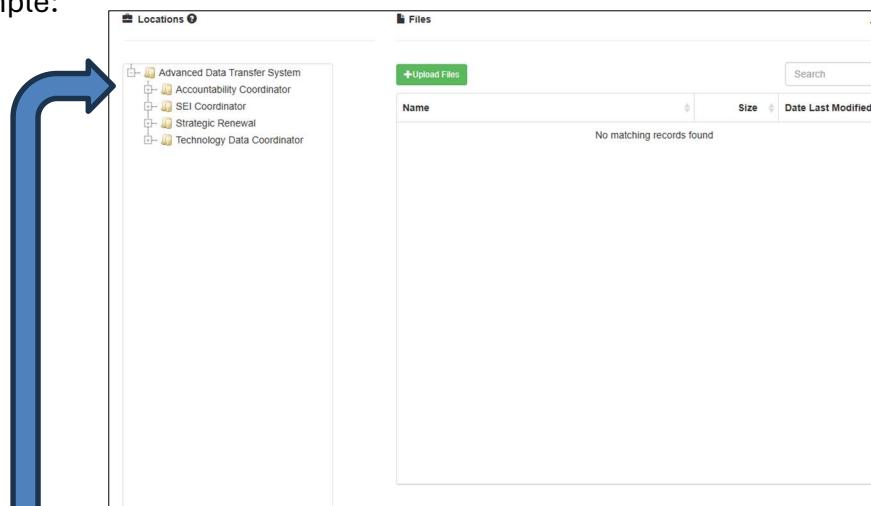
SC DEPARTMENT OF EDUCATION 2026-2027 Directions for Submitting District Strategic and School Renewal Plans into ADT

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 then click *Login*.
3. Under Applications, select *Advanced Data Transfer System (ADT)*.



4. Depending on the individual's role and credentials, the accessible folders (District and all Schools) will appear on the page to the left under the folder Advanced Data Transfer System.

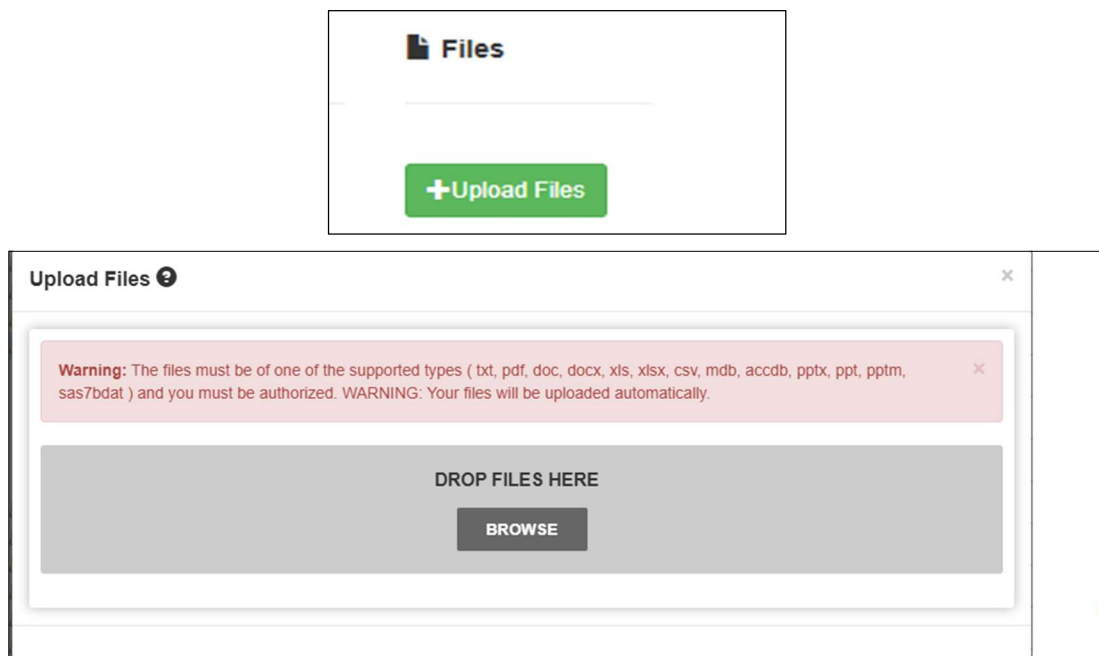
5. ADT Screenshot Example:



6. Click on the + next to the applicable folder (program) name to open your school folder.
7. As District-Level is the default for district users, uploaded file names should appear to the right of the page in the Files box. (Only the District Strategic plan should be loaded to the district-level folder.)
8. For all School Renewal Plan files, find the specific school-level folder by clicking on the + to the left of the district name in the Locations box. Current files loaded for the district /school will be visible to the left of the page in the Files box.

To upload a file:

1. Click on the green + Upload Files button at the top of the page. The Browse dialog box will appear.



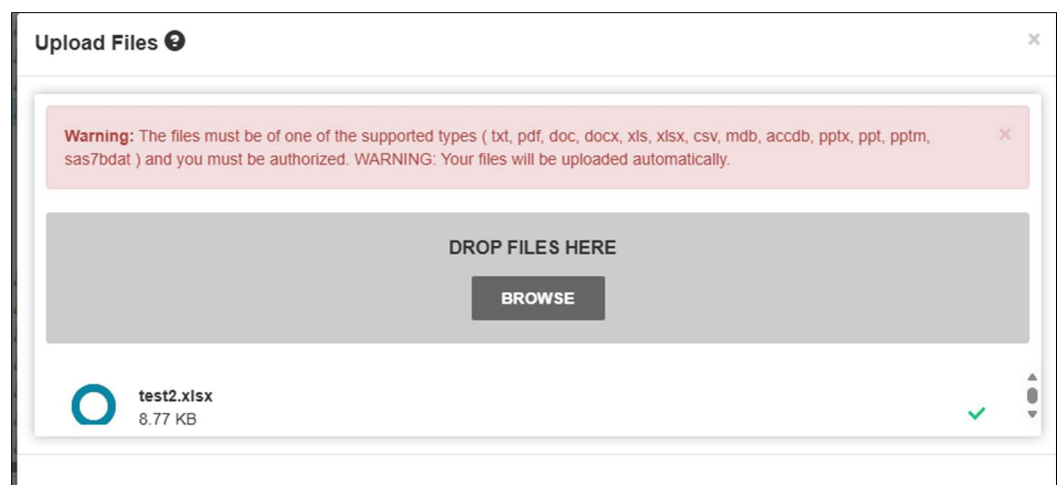
2. Click on the Browse button to locate the applicable file on the local network/computer.

Note: Be sure you have used the correct naming convention prior to uploading your file. It is extremely important to name the files as instructed. Most SCDE staff use an automated process/program for downloading files from the ADT. Mis-naming files could result in files not being identified for download by SCDE and cause for return to the district. Please use the following naming convention:

Format: DSSR_School SIDN_Year (upcoming school year)

Example: DSSR_2306520_2627

3. Click on the file name in the file browser and click on the Open button located in the browser dialog box. The file will upload to the ADT and a green check mark will appear to the left of the file name at the bottom of the Browse box.



4. X out of the Browse box and confirm that your file is uploaded. If you see the file name listed in the Files box, you may need to log out and log back in to the ADT.

5. Note: Deleting files is not possible within the ADT Web application. If you need a document deleted, please contact your assigned Education Associate.