STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT OF EDUCATION
SECRETARY TO THE STATE BOARD OF EDUCATION

District and Entity Information Management (DEIM) User Manual

Application Version 1.1.2

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Introduction to the District and Entity Information Management (DEIM) Application

Purpose
Too often, vital communications between the South Carolina Department of Education (SCDE) and school districts are not reaching the intended audience. Historically, SCDE offices have kept independent lists of district contacts for their respective programs. In an effort to centralize and streamline SCDE communications with districts, the SCDE has designed the DEIM application. DEIM will facilitate ensuring that SCDE communications reach the correct person(s) within each district and its schools. The roles are specific to the different offices within the SCDE.

The application allows the district to add, update, and maintain its current district contact and school contact lists as well as changes to the district and school information. Districts will be able to use DEIM to make changes without contacting SCDE. **It is the district's responsibility to make changes in the system as they occur.**

Additional Features in the Future
The DEIM application will continue to have features added to it. Currently this system is only for school district personnel but the SCDE plans to expand it to include other entities that may have a stake in certain topics. e.g., Furman University needs to be updated regarding College and Career Readiness. Application additions will also include vacant and occupied buildings in the district, and forms for grade span changes, school name changes, school closings and requests for a School Identification Number (SIDN).

SCDE Contact for Assistance with DEIM

DEIM@ed.sc.gov

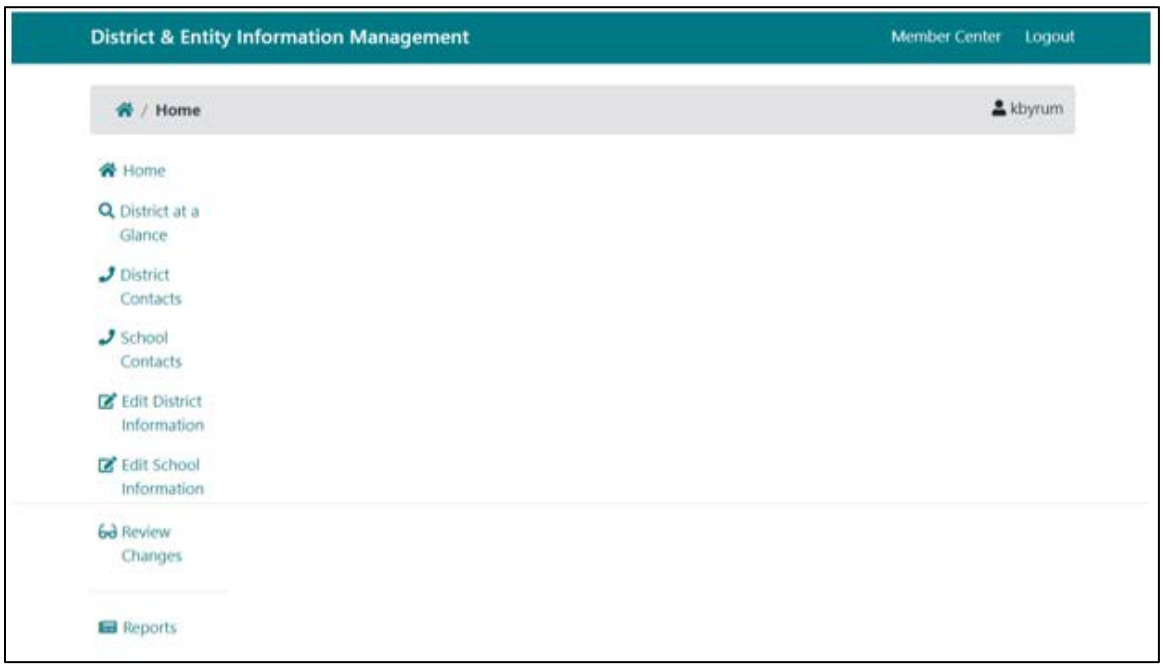
DEIM Access Security Roles
DEIM is only accessible via the SCDE's Member Center. As a result, the Web Access Coordinator (WAC) in each district must grant access to individual(s) identified by the district who will be adding, updating, and managing DEIM throughout the year. Below are the access roles for each section of the application:

Role Name		
MSLR District User	Data Entry	The district user is responsible for adding, updating, and managing all information throughout the year. • School Contacts (principal) • District and School Information • Prior to making changes to school information in DEIM, the appropriate form must be completed for a school opening, school closing, changes in grade span, or school name change. • To complete the approval process, email completed forms to DEIM@ed.sc.gov.

Role Name		
MSLR Contact Manager	Data Entry	Contact Manager is responsible for adding, updating and removing district contacts based on the identified SCDE district contact role list.
Superintendent	View Only	Allows the Superintendent to view capabilities in the application.
Principal	View Only	Allows the Principal to view capabilities in the application.

Accessing the Application
To access DEIM, click "Login" at the top right of the South Carolina Department of Education's web page. After logging in, you will be on the SCDE Member Center web page.

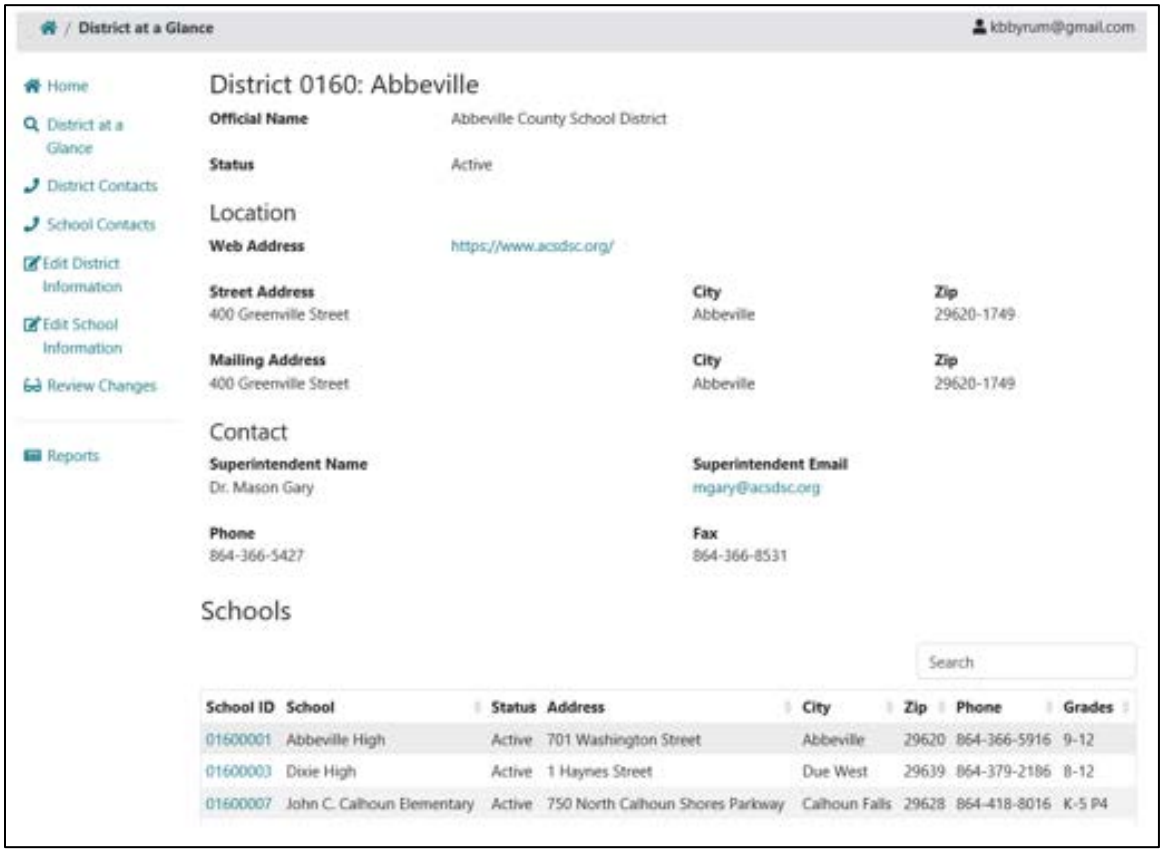
Click "District and Entity Information Management" under Web Applications. The DEIM application home screen will appear as shown below.



District at a Glance
The District at a Glance section provides the most current district information and its schools information including career and technology centers, charter schools and special schools. **Each district is only able to see its own district and school information, not any other district's information.**

None of the district and school information can be changed in this section. Changes can be made in other sections of the application. The information provided in this section will be posted on the SCDE School Directory web page.

Viewing
Click *District at a Glance* and at the top of the page is the district information including the name of the Superintendent. Scrolling down the page, a list of district schools will appear, including the school address, grade span, and SIDN.



Click “School ID” or SIDN to the left of the school’s name to see individual school information below.

District Contacts

The District Contacts section displays all of the current district contacts with the identified district contact role(s). The roles are specific to the different offices within the SCDE. The SCDE district contact roles and definitions can be found in Appendix A. In this section, the district will be able to add new employees who have been assigned roles, edit or manage current contact information, and/or remove employees from the contact listing. Whenever a district contact(s) changes, the district is responsible for updating the district contact immediately.

Superintendent's Role
Only add the district superintendent's name in the Superintendent's role. The name of the district superintendent will be posted on the SCDE School Directory.

NOTE: All superintendent memoranda go to the School District Memoranda Archive so anyone in the school district can read them without being classified with the role of "Superintendent."

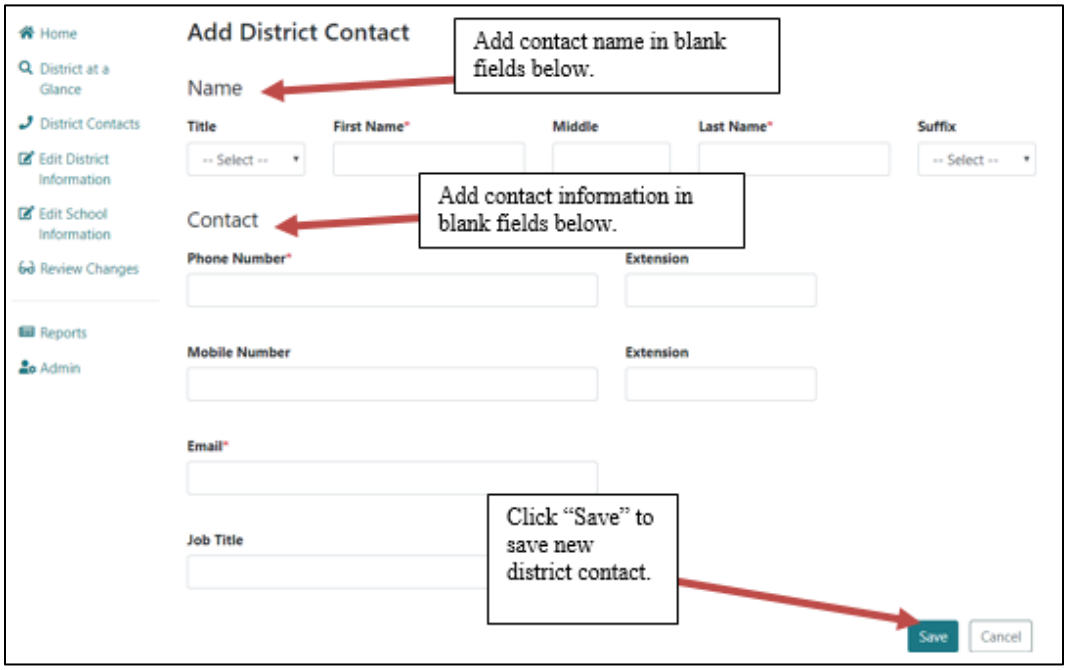
Adding New District Contact
The district will be able to add new employees who have been assigned a role(s), edit or manage current contact information, and/or remove employees from the contact listing.

- Click "District Contact" on the left side to open the District Contacts page below.
- Click the "+Add Employee" button on the top right side of the page.

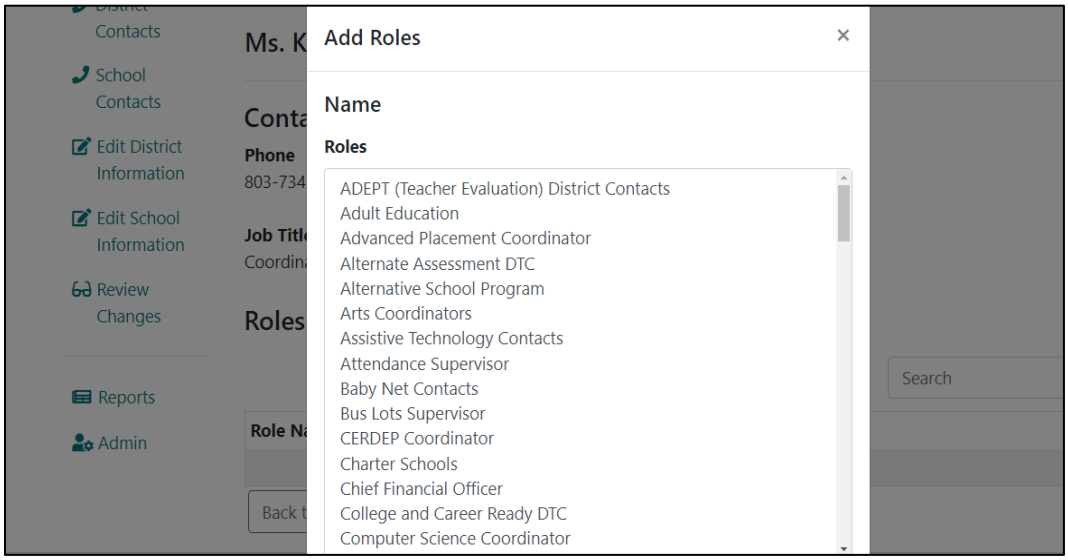
- The "Add District Contact" page will open with all fields blank for a new or temporary district employee contact, as seen below. Add information to each field by positioning the cursor in the field and then typing the following:

  <u>Name</u>
  - Click the "Title" dropdown menu and click on the appropriate title (Mr., Mrs., Ms., or Dr.).
  - First Name
  - If applicable, middle name or middle initial. (optional)
  - Last Name
  - If applicable, choose a "Suffix" from the dropdown menu (optional).

  <u>Contact Information</u>
  - School area code and phone number. If appropriate, add extension.
  - Mobile phone number including area code. This should only be a district issued mobile number. Add extension, if appropriate. (optional)
  - Email address
  - Job Title, which is the contact's current job title at the district.
  - Click the "Save" button at the bottom of the page to save the new district contact.



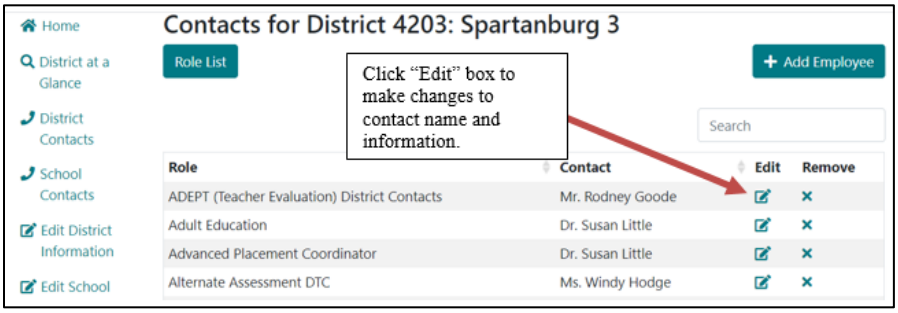
- Once the district contact information is saved, click the “Add Roles” button and the SCDE district contact role dropdown menu will appear as seen below.



- In the role dropdown menu, click on appropriate role(s) for the district contact name just entered.
- Add as many roles to one district contact as needed.
- The “Save” button will take you to the Edit Contact page where you will assign the employee the role(s) they hold for the district.
- The “Cancel” button will take you back to the previous screen.

Editing a New or Existing District Contact
Below are directions to complete the process of adding roles to a new district contact and editing an existing district contact’s information.

- Click “District Contact” on the left side to open the page below.



<u>To Edit the District Contact Name</u> (as displayed on District Contact page above)
- Click “Edit” next to the district contact name.
- A district contact page will appear.
- Click “Name” and edit the contact name fields as needed.

To Edit the District Contact Information (as displayed on District Contact page above)

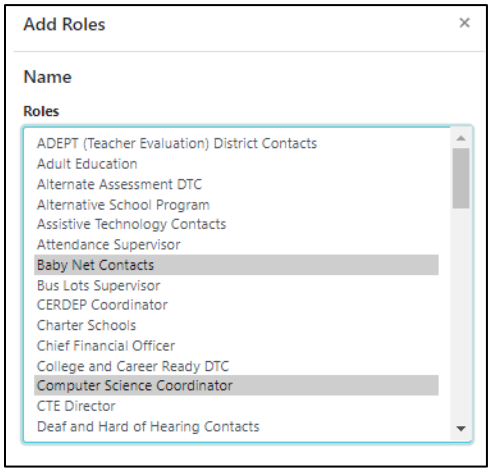
- Click “Edit” next to the district contact name.
- A district contact page will appear.
- Click “Contact” and edit the contact information fields as needed.

Adding or Removing Roles for a District Contact

The district contact roles are important because they will be used to make sure communications from SCDE are routed to the correct person within the district. The roles are specific to the different offices within SCDE. The SCDE district contact roles and definitions can be found in the Appendix.

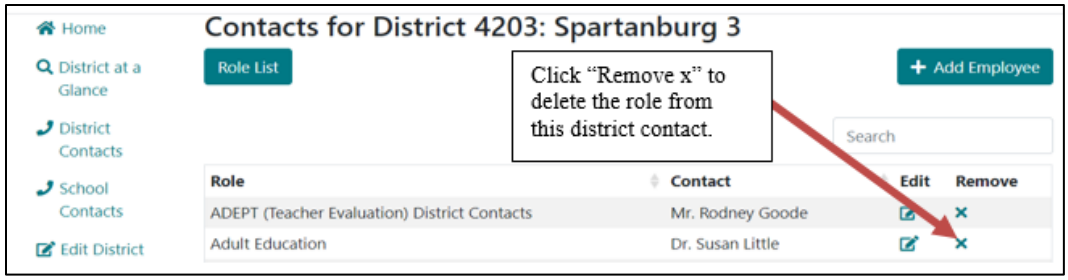
To Add a Role(s) to a District Contact

- Click “Add Roles” button.
- The SCDE district contact role dropdown menu will appear as seen below.
- Select a role for the district contact by highlighting the appropriate role.
- After selecting the role, click the “Add Role” button.
- The user will be returned to the Edit Contact page and the new role will be displayed in the Role Listing.
- To add more than one role for the district contact, 1) highlight multiple roles in sequence, or 2) hold down the CTRL key while selecting roles. This allows the user to select more than one role at a time.
- Do not forget to click the “Add Role” button to save multiple roles chosen.



To Remove a Role from a District Contact

- On the district contact page as seen below, click the “Remove” button next to the name of the district contact with the role to be removed.



School Contacts

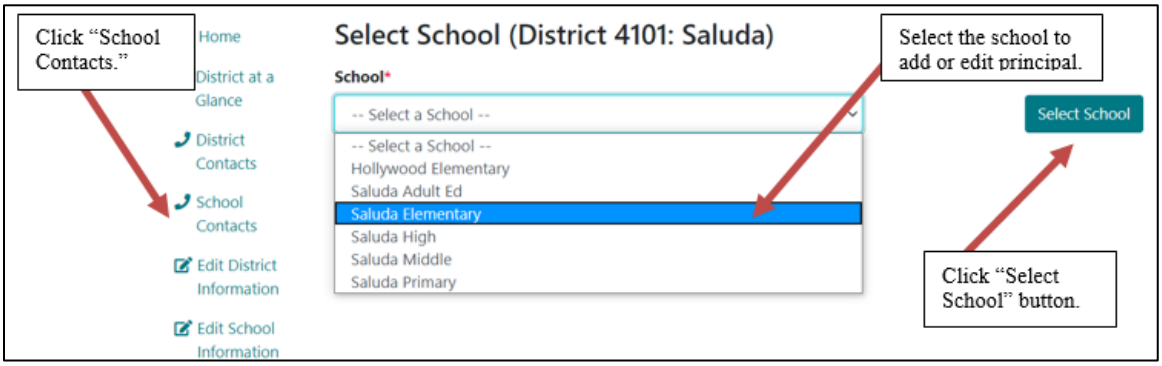
The school contact is the school principal and DEIM allows only one person per school to have this role. The job title, such as Director of a CTE center, may be slightly different, however still holds the principal role in DEIM. The school principal's name, email address, and phone number will be posted on the SCDE School Directory web page. The principal role will ensure that school principals receive SCDE memorandum and information specific to their role. This information also feeds into appropriate SCDE applications.

Whenever a school principal changes, the district is responsible for updating the school contact immediately.

High School Principals' Names on High School Diplomas
For high schools, please ensure that the principal's name is listed as it should appear on the state-issued High School Diploma. The high school principal's name feeds into the Diploma Order and Tracking System (DOTS) application. If the correct high school principal's name is not listed, principals will not see their name when ordering state-issued High School Diplomas in DOTS. If school personnel contacts SCDE for changes to the principal's name to be made in DEIM for high school diploma orders, these requests will be sent back to the district WAC to ensure that the name is changed.

Opening School Contact Section

- Click "School Contacts" to open the page.
- Choose a school from the dropdown menu and click "Select School."

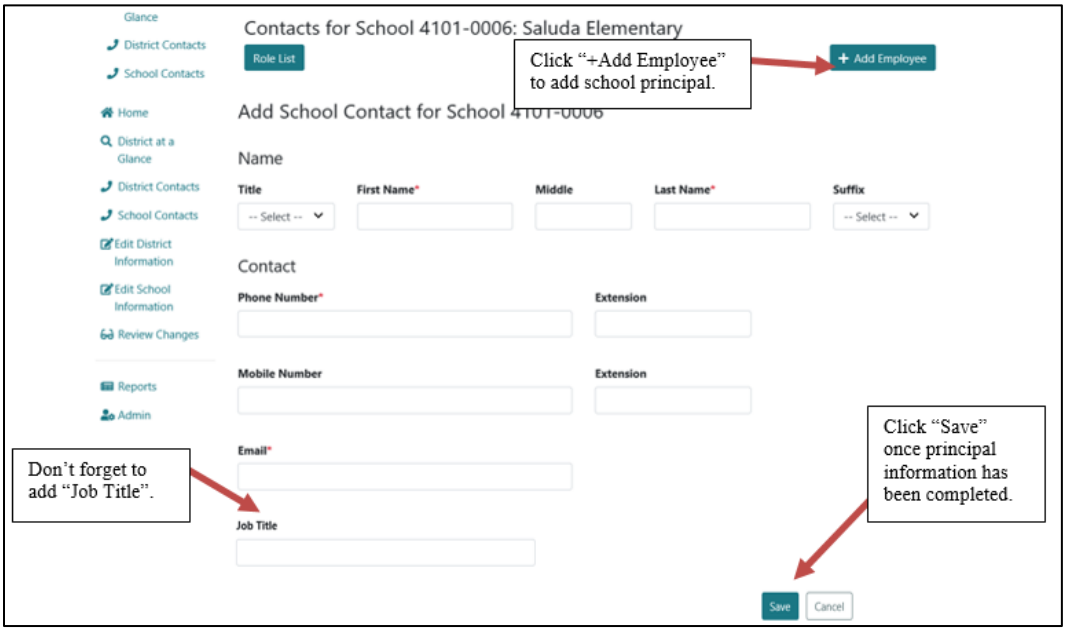


- After choosing a school, the page below will open.

- The principal of the school from the prior year should be listed on this page, unless this is a new school that has opened in the current school year (July 1–June 30).

Adding a New School Contact (Principal)

- Click "+Add Employee."



- The "Add School Contact" page will open with all fields blank for a new school contact or interim school contact, as seen above. Add information to each field by positioning the cursor in the field and then typing the following:

  <u>Name</u>
  - Click the "Title" dropdown menu and click on the appropriate title (Mr., Mrs., Ms., or Dr.).
  - First Name
  - If applicable, middle name or middle initial. (optional)
  - Last Name
  - If applicable, choose a "Suffix" from the dropdown menu (optional).

  <u>Contact Information</u>
  - School area code and phone number. If appropriate, add extension.
  - Mobile phone number including area code. This should only be a district issued mobile number. Add extension, if appropriate. (optional)
  - Email address
  - Job Title, which is the contact's current job title at the school.

- Click the "Save" button at the bottom of the page to save the new school contact.

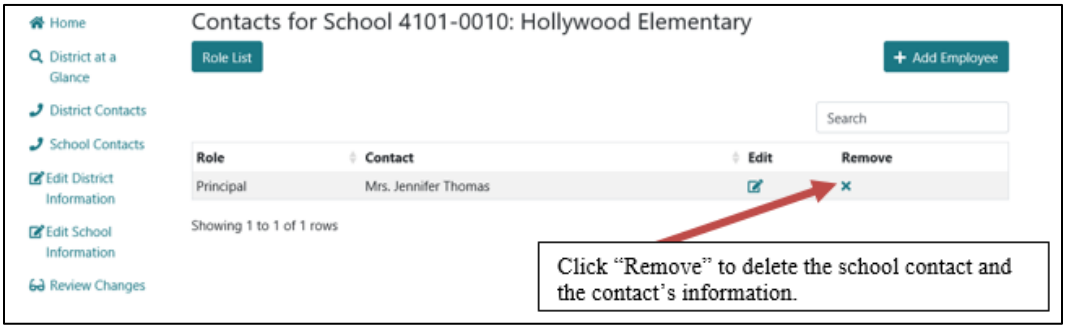
  <u>To Add a School Contact Role</u>
  - Click "Add Roles" button as seen below.
  - The school contact role dropdown menu will appear.

- Select a principal role for only one school principal. For co-principals, only one can be selected for the role of principal.
- After selecting the role, click the “Add Role” button to save the role.

Two Ways to Remove a School Contact and Add a New School Principal

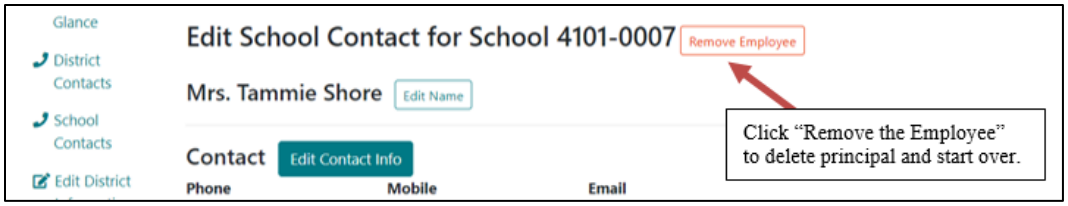
<u>Option 1: To Remove a School Contact</u>

- Click “School Contacts” on the left side of the page.
- Select the name of a school from the dropdown menu and click “Select School.” The school contact section below will be displayed.
- Click “Remove” to delete the school contact and all information, as seen below.
- Follow the directions to add a new principal in Add a New School Contact (Principal) section above.



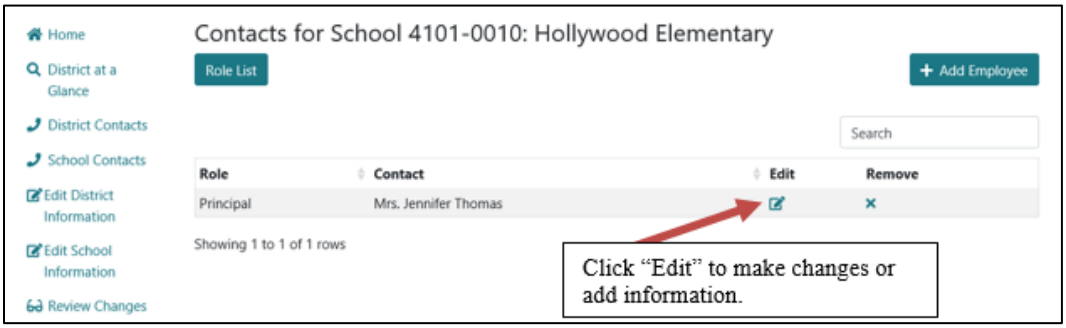
<u>Option 2: To Remove a School Contact</u>

- Click “School Contacts” on the left side of the page.
- Select the name of a school from the dropdown menu and click “Select School.” The edit school contact page will be displayed as seen below.
- The “Remove Employee” button will allow the user to delete the principal who is no longer at the school as seen below.
- The user will need to add the new principal’s name, contact information, and role by following the directions in the *Add a New School Contact* section above.

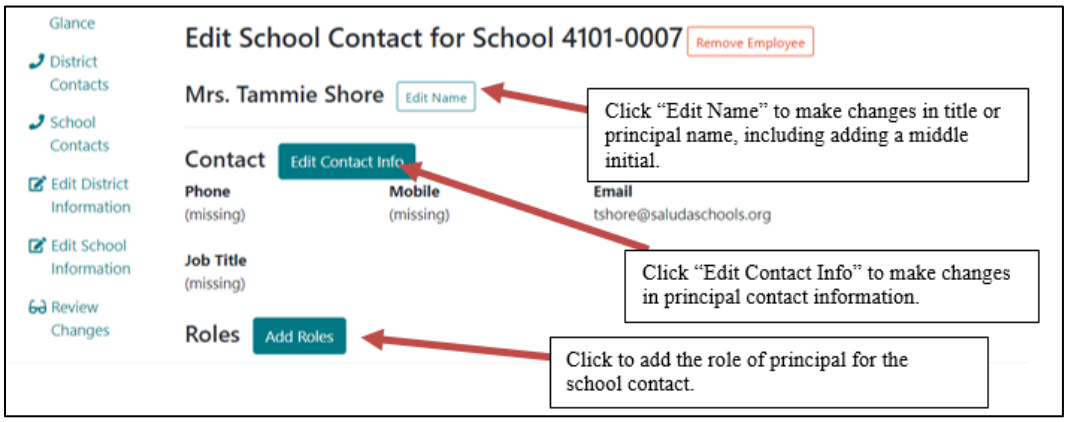


Editing the School Contacts
Instead of removing the school contact, the user can edit the school contact by making changes to the principal and contact information.

- Click "School Contacts" on the left side of the page and the school contact section below will be displayed.
- Select the name of a school from the dropdown menu and click "Select School." Click the "Edit" box as seen below.

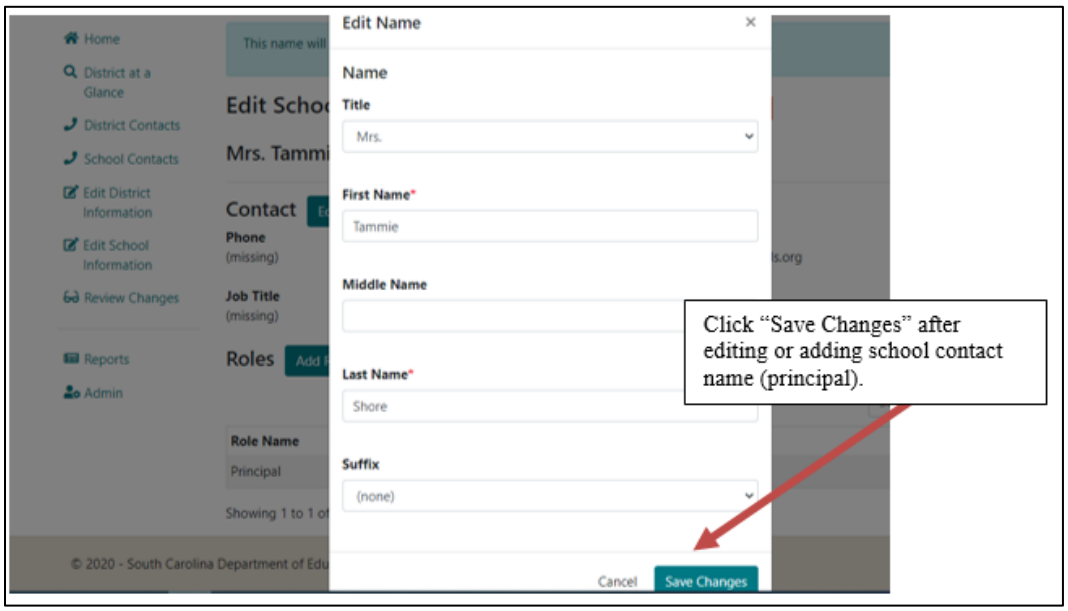


The page below will open. There are three separate buttons on this page to 1) edit the school principal's name, 2) edit the principal's contact information, and 3) to add the required role of principal.



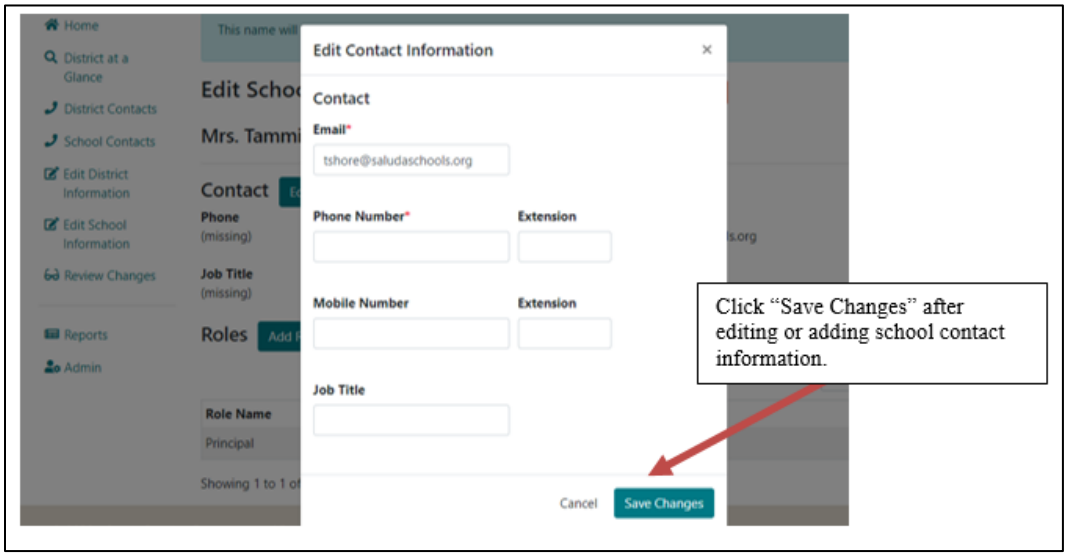
<u>To Edit the School Contact Name</u> (as displayed on School Contact page below)

- Click "Edit" next to the district contact name.
- A school contact page will appear.
- Click "Name" and edit the contact name fields as needed.



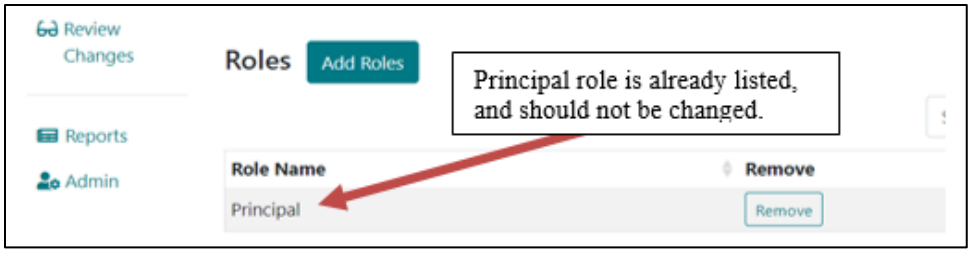
<u>Editing the School Contact Information</u> (as displayed on School Contact page above)

- Click "Edit" next to the school contact information.
- A district contact page will appear.
- Click "Contact" and edit to the contact information fields as needed.

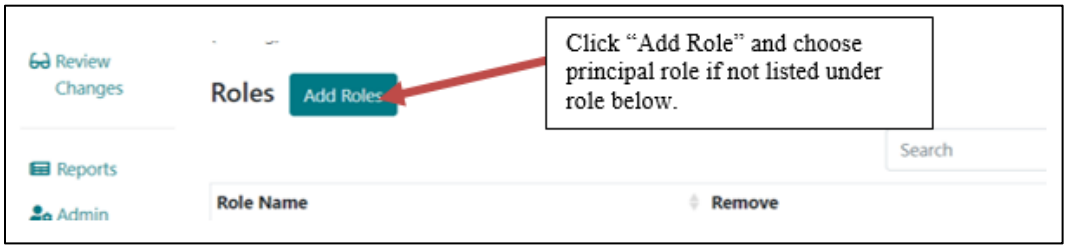


<u>Adding Principal Role when Editing School Contact</u>

- If the Role is showing on the page as "Principal," the role does not need to be changed.



- If the Principal role is not listed on the page, then click the "Add Roles" button and a dropdown menu will appear.
- Choose the "Principal" role in the dropdown menu.
- Click "Add Roles" to save the role.



Edit District Information

The Edit District Information section provides the general information of the district which is posted on the SCDE School Directory web page along with the district superintendent's name. SCDE reviews and approves changes made in this section prior to posting on the District at a Glance web page and SCDE School Directory.

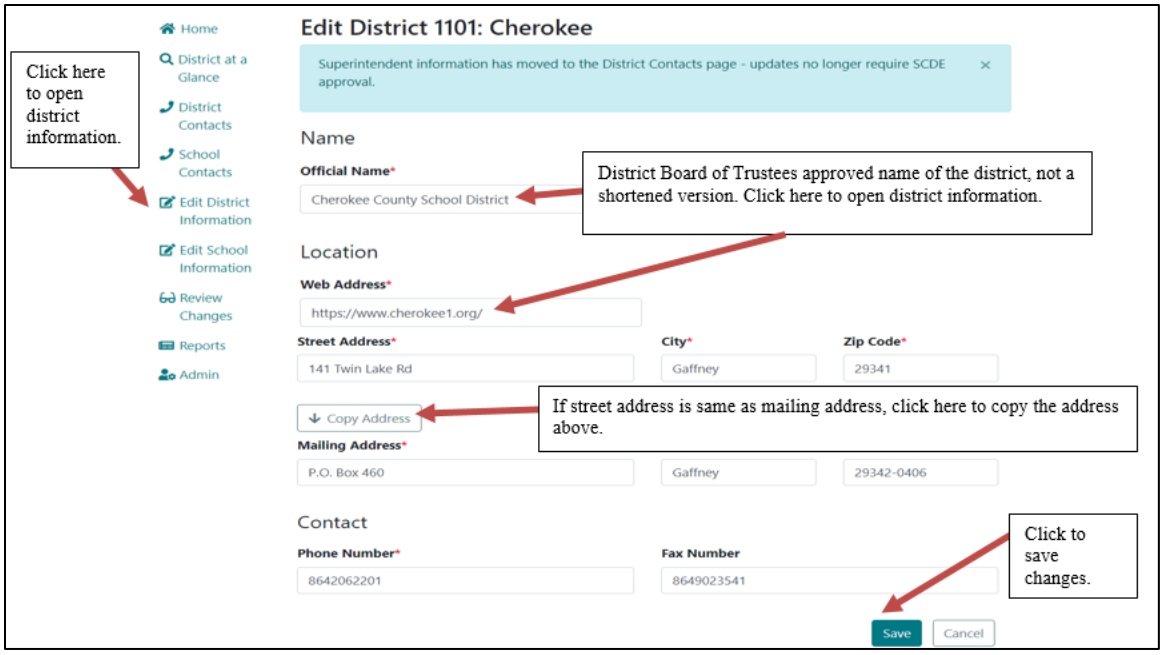
Adding a New District
Prior to adding a new district in DEIM, the appropriate forms must be completed and submitted to DEIM@ed.sc.gov.

- For districts consolidating, the districts must complete and submit the District Consolidation online application.
- For a new district which is not consolidating with another district, complete the Request for SIDN and submit to SCDE.

SCDE will add the new district in DEIM. Once listed in DEIM by SCDE, the new district must complete the district information by following the directions below in "Edit District Information."

Editing District Information

- Click "Edit District Information" on the left side of the page.
- The page will only open to the user's district information as seen below.
- To make any changes, position the cursor in the field of the information that needs to be updated and then type in additions and changes to district information based on the following definitions:



Official Name of the District

- The district name must be the official name of the district as approved by the Board of Trustees.

District Web Address

- Web address must be entered in its entirety.
- Link must be current and work when clicked on.

Street Address

- Provide address of the physical district office building. If more than one, only provide the primary district office address.

Mailing Address

- If the mailing address is the same as physical address, click the "Copy Address" button. The physical address will be copied into the mailing address.
- If it is not the same, type in the mailing address which may be a Post Office Box or Drawer.

Phone number

- This should be the general phone number for the district.

Fax number

- If applicable, add the fax number.

- Click the "Save" button at the bottom of the page to save changes made.

Edit School Information

The district must initially verify the school information for each school. Information in this section will be posted on the SCDE School Directory web page along with the school principal's name. Information on this page is approved by SCDE.

Prior to changes in the school name, or grade span served, the district will need to complete the appropriate form, have it signed by the superintendent, and send it to DEIM@ed.sc.gov for processing.

Reviewing Annually for School Information for Changes
Districts should review school information annually to ensure that it is correct. If there are no changes needed, the user will click "No Changes." If changes are needed, follow the directions below.

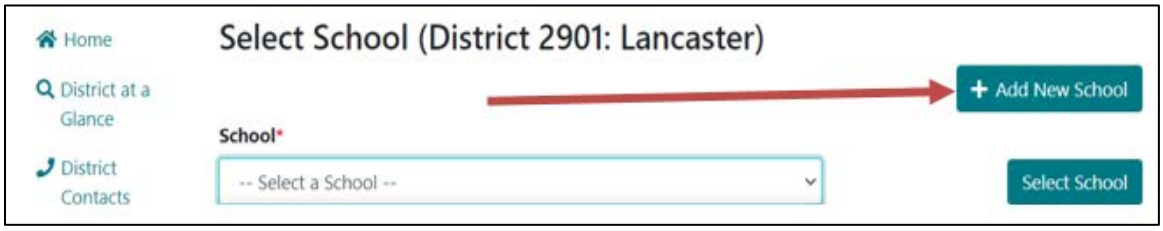
Closing a School

- Prior to a school closing, the district must complete the school closing form, have the superintendent sign the form, and attach the Board of Trustees meeting minutes approving the school closure and send all paperwork to DEIM@ed.sc.gov.
- SCDE will remove the name of the closing school once the aforementioned paperwork is processed.

Adding Schools to a New District
Once a new district has been approved due to district consolidation or the formation of a new district, SCDE will add the new district to DEIM. Once the new district is in DEIM, the new district should add its schools in DEIM per the Adding a New School instructions below.

Adding a New School
Prior to adding a new school, the district must complete the Request for SIDN form with the superintendent's signature, attach the Board of Trustees meeting minutes approving the new school, and send all paperwork to DEIM@ed.sc.gov to process.

The district may add a new school by clicking the "+Add New School" button, but it will not be approved and the SIDN will not be added until the paperwork above has been processed.



- Add the school information below by locating the cursor in the appropriate field and adding the information.

Official Name of the School

- The school name must be the official name of the school as approved by the Board of Trustees.

School Web Address

- Web address in its entirety.
- Link must be current and work when clicked on.

Street Address

- Provide address of the physical district office building. If more than one, only provide the primary district office address.

Mailing Address

- If the mailing address is the same as the physical address, click the "Copy Address" button. The physical address will be copied into the mailing address.
- If it is not the same, type in the mailing address, which may be a Post Office Box or Drawer.

Phone number

- This should be the primary phone number for the school.

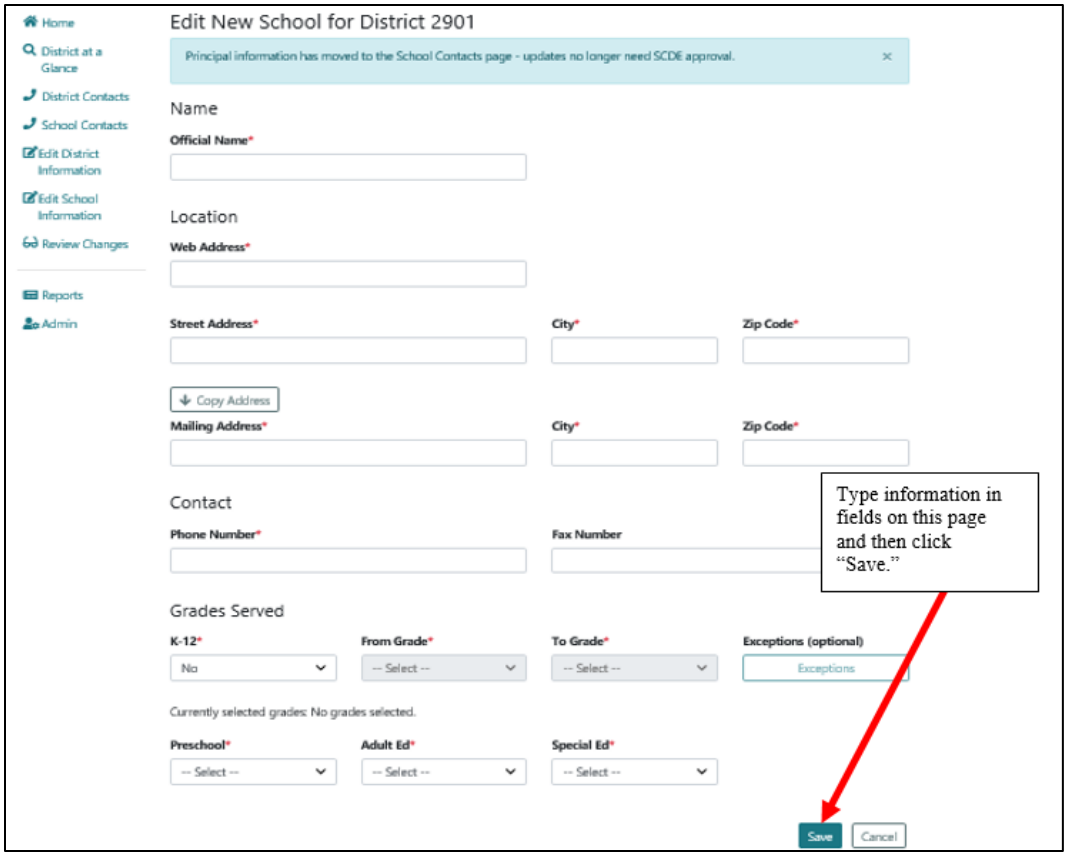
Fax number

- If applicable, add the fax number.

Grades Served

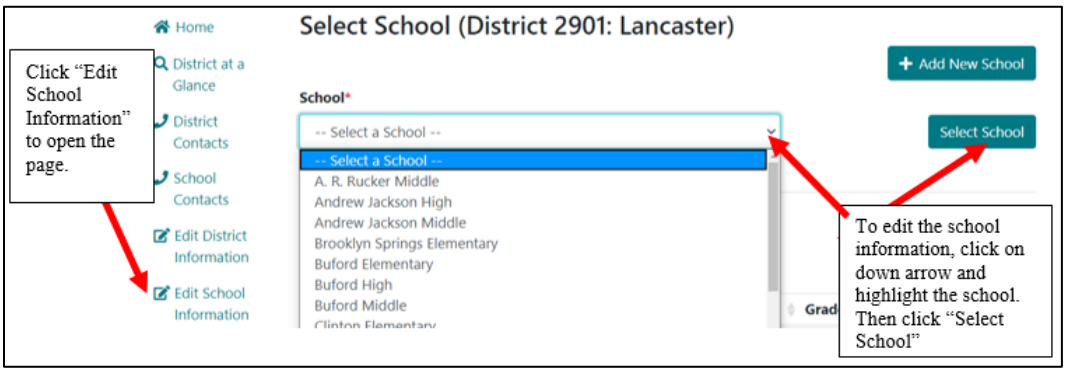
- K–12 Dropdown Menu - If the school is serving any grade level between K–12 click "Yes". If not, click "No".
- From Grade Span - On the dropdown menu, click the first grade level served.
- To Grade Span - On the dropdown menu click the last grade level served.
- Exceptions - If there are exceptions to the grades served in "From Grade" to "To Grade," click the grade levels that are not served in the range provided.
- Preschool - Choices provided in the dropdown menu are: 1) no preschool served, 2) P4 = four-year-olds served, 3) P3 = three-year-olds served, or 4) Both P3 and P4 = serves both three- and four-year-olds. Click the choice applicable to the school.
- Adult Education - Does the school provide adult education? Click on the appropriate answer, "Yes" or "No."
- Special Education - Does the school serve Special Education students? Click on the appropriate answer, "Yes" or "No."

- Click the "Save" button at the bottom of the Add New School page to save all changes.

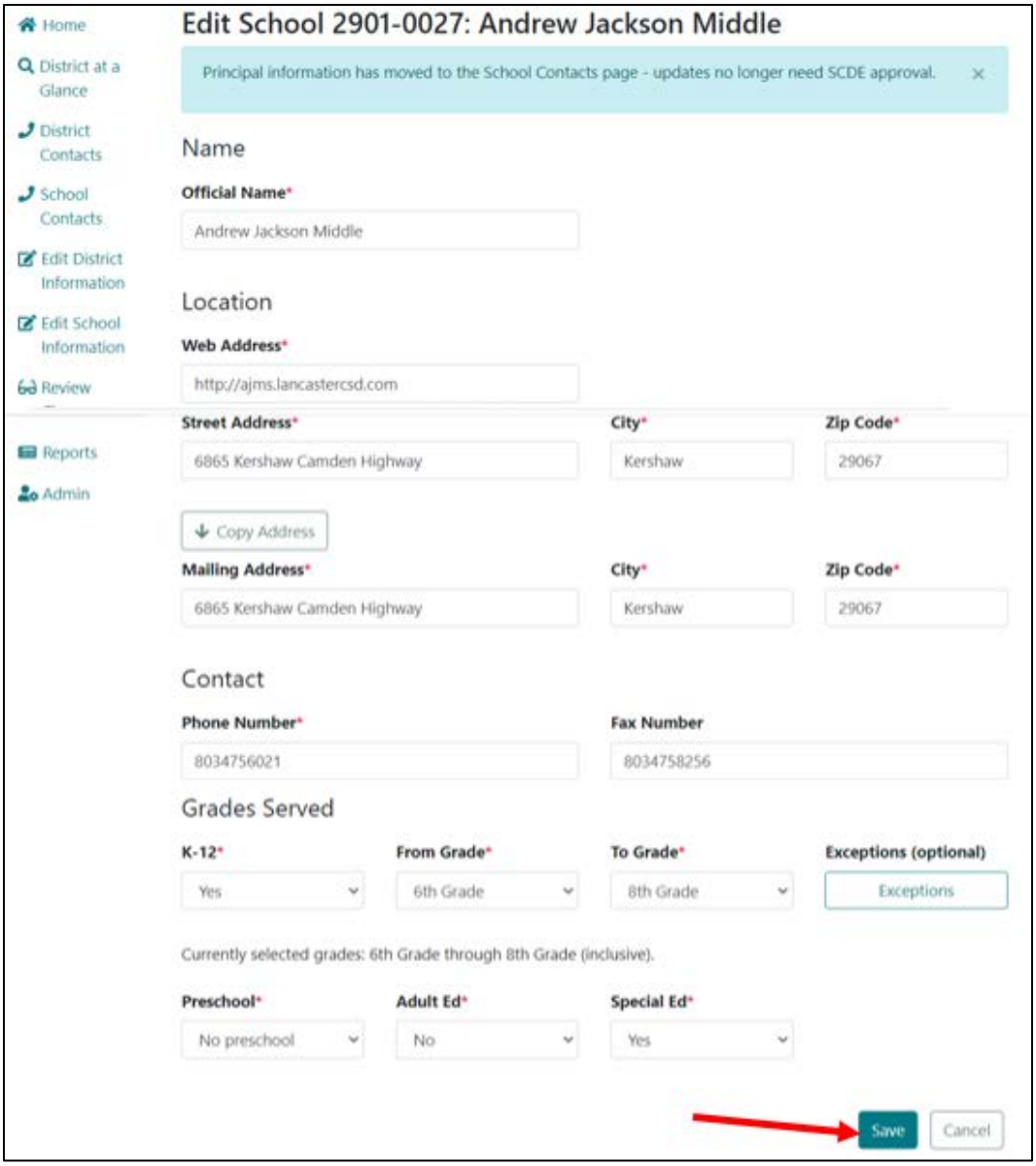


Editing School Information

- Open by clicking "Edit School Information" on the left side of the page.
- Click the down arrow on Select a School for the dropdown menu.
- Choose a school from the dropdown menu by highlighting the school.
- Click "Select School" which will open the school page.



- To make any changes to the school information, locate the cursor in the appropriate field and make the change(s). Changes can be made by typing in the appropriate field or copying and pasting.
- Make changes based on the definitions for each field in the "Add a New School" section above.



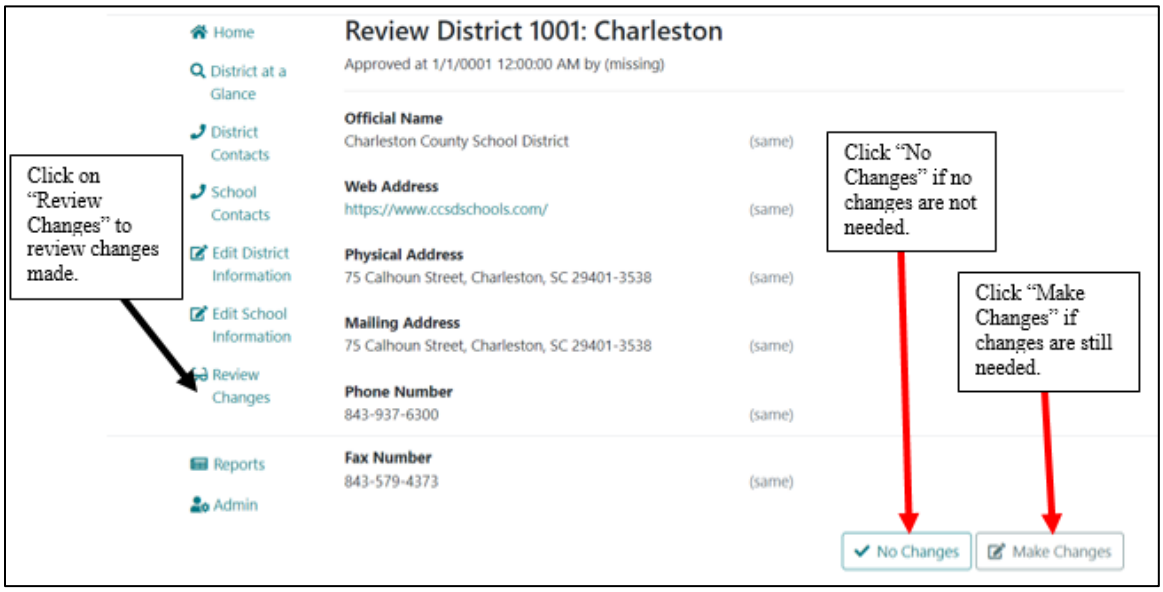
- Click the “Save” button at the bottom of the page to save changes made.

Review Changes

After changes are made in the Edit District Information or Edit School Information section, SCDE recommends that a second district employee with access to DEIM review the changes made using the “Review Changes” feature. By reviewing the changes, district can ensure that the district and its schools information is correct including email addresses and full web addresses.

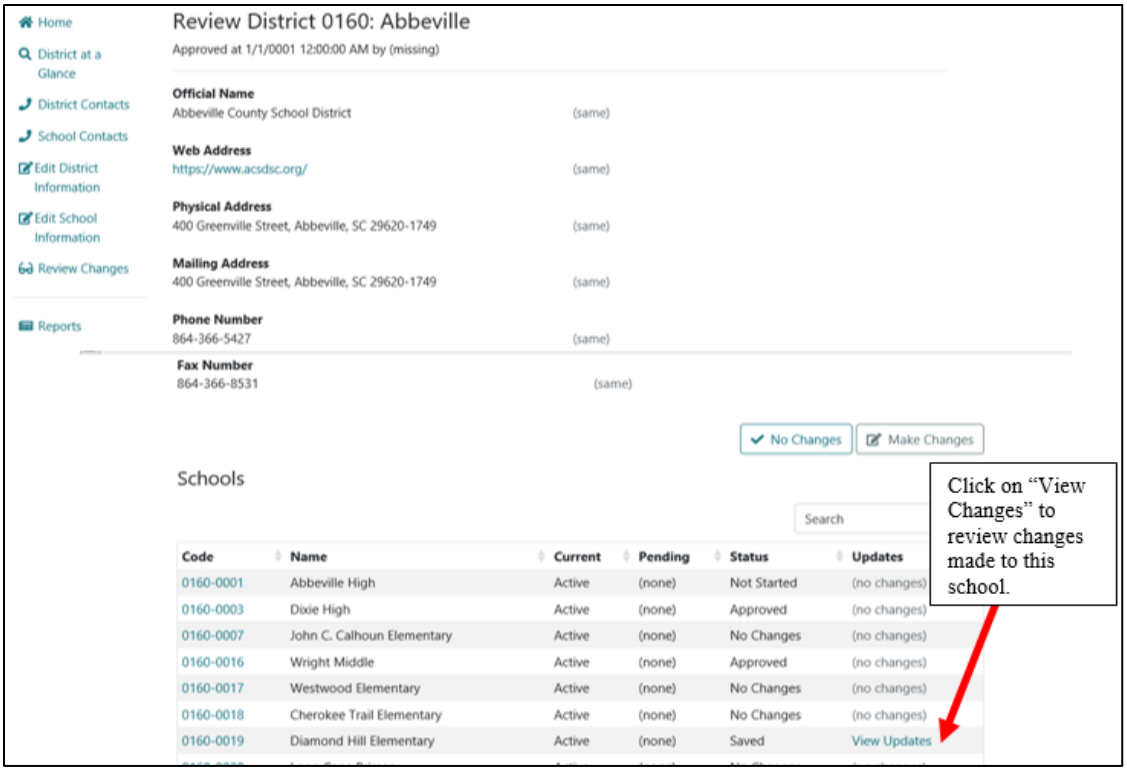
Reviewing District Information Changes
The top of the page shows the district information. Notice that no changes were made to the district information as it states “same” out to the right of each field. If there were changes, the changes would be shown in red and to the right side of the page.

The second district reviewer can still make changes if needed by clicking “Make Changes.” If no changes are needed, click “No Changes.”

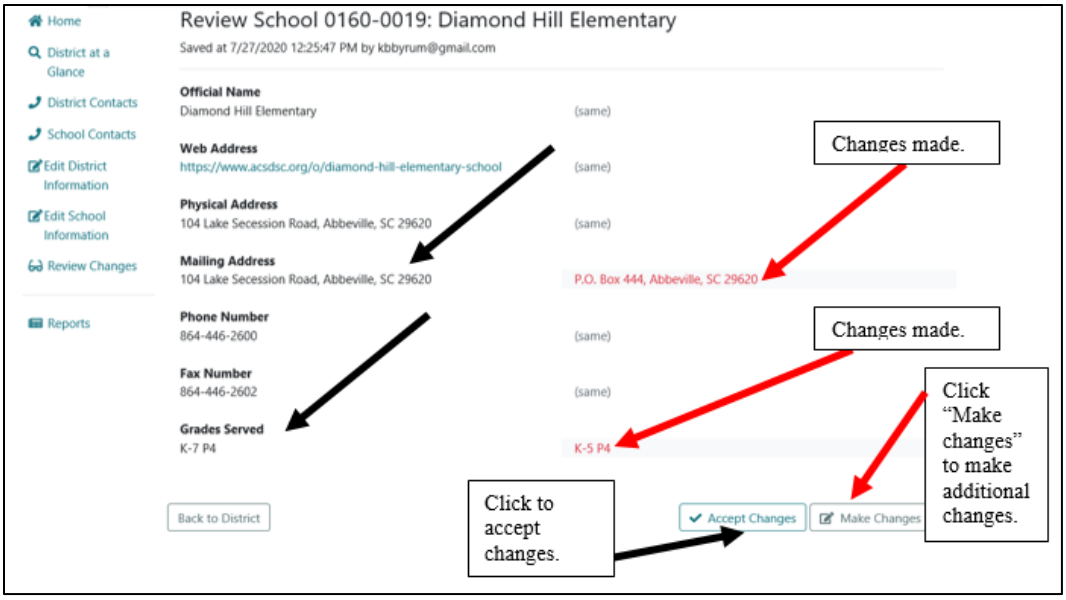


Reviewing School Information Changes

- Click “Review Changes” on the left side of the page and the following page will open.
- Scroll down past the district information to the school list at the bottom of the page.
- When a change has been made to a school’s information, “View Changes” will appear in the Update column on the far right.



- Click on "View Updates" next to the school which has been changed and the school page will open.
- Notice that the user will see the comparison of the information that has changed. The version in red is the proposed change and previous information is in black. If no changes were made, *(same)* will appear in the right hand column.
- In the example below, two changes have been made to this school: 1) the mailing address and 2) the grade span.
- The district user will review the address and grade span changes in red to ensure they are correct.
  NOTE: For a grade span change or a school name change, make sure that the appropriate change form has been completed, signed by the superintendent and sent to the SCDE for processing.
- If all red changes are correct, the second district reviewer will click "Accept Changes."
- If the changes are not correct, click "Make Changes" to make the necessary changes. The reviewer will then be able to review the final changes made and click "Accept Changes."



- The second district reviewer can still make changes if needed by clicking "Make Changes" button.

Reports

District Contacts for Role and School Contact for Role (principal) are the two reports that can be downloaded as Excel files.

Downloading District Contacts for Roles

- Click "Reports" in the menu on the left side of the screen.
- Click the "Download District Contacts for Role" button.
- An Excel file will open with a list of roles and the district personnel who is responsible for each identified area.
- If a role does not have a district employee assigned, the role will not display in the file.
- To ensure that all district roles have district personnel assigned to them, check the downloaded district contact list against the SCDE district contact roles listed in the Appendix.
- Work with the district superintendent to ensure that all SCDE roles have been assigned.
- Update district contacts' names, email addresses, phone numbers, and roles as they change.

Downloading School Contacts by Role (Principal)
In this section, the district is able click the "Download School Contacts for Role" button to download a copy of school contact (principals) for each school in the district which includes their phone number, email address, and title in the district.

- Click "Reports" in the menu on the left side of the screen.
- Click the "Download School Contacts for Role" button.
- An Excel file will open with a list of schools, their SIDN, the principal's name(s), email addresses, phone number and the role as principal.
- The Excel file will allow the district to review the information and make any necessary changes.
- Update school principal and contact information in the School Contact section as soon as changes occur.

Appendix A: List of District Contact Roles and Definitions

District Contact Roles and Definitions

Role	SCDE Program Office Description/Definition
ADEPT (Teacher Evaluation) District Contact	District Contact for Assisting, Developing & Evaluating Professional Teachers; DEPT, DESPT, Director Evaluation
Adult Education	District Contact for Adult Education
Advanced Placement Coordinator	Advanced Placement Coordinator
Alternate Assessment DTC	Alternative Assessment District Test Coordinator
Alternative School Program	District Contact for Alternative School Program
Arts Coordinator	Arts Coordinator
Assistive Technology Contact	District Contact for Assistive Technology
Attendance Supervisor	Attendance, Chronic Absenteeism, Truancy and Dropout Data Coordinator
Baby Net Contact	District Contact for First Steps/ Baby Net
Bus Lots Supervisor	Bus Lots Supervisor
CERDEP Coordinator	District Contact for South Carolina Child Early Reading and Development Education Program
Charter School	Charter School Director
Chief Financial Officer	District Chief Financial Officer
College and Career Ready DTC	College and Career Ready District Test Coordinator
Computer Science Coordinator	Computer Science Coordinator
CTE Director	Director of Career and Technology Education
Deaf and Hard of Hearing Contact	District Contact for Deaf and Hard of Hearing
District Chief Information Officer	District Chief Information Officer
District Information Security/Privacy Leader	This role should be assigned to individuals who serve at the district level for Information Security and/or Data Privacy.

Role	SCDE Program Office Description/Definition
District Information Technology (IT) Leader	District Information Technology Leader
District Instructional Leader	District Contact for Instructional Leadership
District Personnel Administrator	Human Resource Director
District Preschool Coordinator	District Preschool Coordinator
District Strategic and School Renewal Contact	District Strategic and School Renewal Contact
District Teacher Certification	District Teacher Renewal Coordinator
District Test Coordinator	District Test Coordinator
Dropout Prevention Contact	Dropout Prevention Contact
Early Childhood Coordinator	Early Childhood Coordinator
ELA Coordinator	English Language Arts Contact
Enrich Contact	Enrich Contact - IEP Software Lead
ESEA Title I, Part D, N&D Coordinator	ESEA Title I, Part D, Neglected and Delinquent Coordinator
ESEA Title II Coordinator	ESEA Title II Coordinator
ESEA Title III EL Coordinator	ESEA Title III EL Coordinator
ESEA Title IV-A Coordinator	ESEA Title IV-A Coordinator
ESEA Title V (REAP) Coordinator	ESEA Title V, Rural Education and Assistance Program Coordinator
Facility Manager	District Contact responsible for school structures
Food Service Director	District Food Service Director
Foster Care Contact	District Foster Care Coordinator
Gifted and Talented Coordinator	District Gifted and Talented Coordinator
Gifted and Talented Test Coordinator	District Gifted and Talented Test Coordinator
Grants	District Contact for Grants

Role	SCDE Program Office Description/Definition
Grants - School Improvement	Grants - School Improvement
GT/AP/IB/Cambridge International Coordinator	District Contact for Gifted and Talented, Advanced Placement, International Baccalaureate, and Cambridge International programs
Hearing Officer	Conducts Student Disciplinary Hearings
HR Director	Human Resources Director
Incident Management Coordinator	Reviews Discipline Data
Kindergarten Test Coordinator	4K/5K District Test Coordinator
Lead School Psychologist	Lead School Psychologist
Lead Speech Language Pathologist	Lead Speech Language Pathologist
Limited English Proficiency Test Coordinator	Limited English Proficiency Test Coordinator
Lots Operations Manager	Bus Lots Operations Manager
Make-Up/Weather Days Contact	District Contact for Make-Up/Weather Days
Mathematics Coordinator	District Mathematics Coordinator
McKinney-Vento Homeless Liaison	District McKinney-Vento Homeless Liaison
Medicaid Billing Clerk	District Medicaid Billing Clerk
Medicaid Coordinator	District Medicaid Coordinator
Medicaid School District Administrative Claiming	District Contact for Medicaid Administrative Claiming
Medicaid Special Needs Transportation	District Contact for Medicaid Special Needs Transportation
Montessori Programs Coordinator	District Montessori Programs Coordinator
MTSS Coordinator	District Coordinator for Multi-Tiered Systems of Support
PADEPP (Principal Evaluation) Administrator	Expanded Program for Assisting, Developing, and Evaluating Principal Performance Administrator
PE/Health Coordinator	District PE/Health Coordinator
Personalized Learning Coordinator	College and Career Ready Personnel

Role	SCDE Program Office Description/Definition
PowerSchool IT Contact	District PowerSchool Information Technology Contact
Precode Coordinators	District Precode Coordinator
Priority Schools Contact	District Contact for Priority Schools
Professional Development for District Personnel	Professional Development Personnel
Public Information Officer	Legislative and Public Affairs – Public Information Officer
Purchasing Contact	District Purchasing Contact
Read to Succeed Coordinator	District Contact for Read to Succeed
Report Card/Accountability Coordinator	District Report Card/Accountability Coordinator
Safety Coordinator	District Safety Coordinator
School Business Official	District School Business Official
School Counseling Personnel	District Contact for School Counseling
School Nurses	School Nurse Contact (SNPAC - School Nurse Program Advisory Council)
Science Coordinator	District Science Coordinator
Social Studies Coordinator	District Social Studies Coordinator
Special Education Contact	District Special Education Primary Contact
Special Education Data Reporting	District Special Education Data Reporting Manager
Special Education Primary Secondary Coordinator	The Primary Secondary Coordinator is the back-up to the Special Education Director
Special Education Student Record Transfer	District Special Education Student Record Transfer Manager
State Accreditation	District Contact for Accreditation
STEM Coordinator	District Science, Technology, Engineering, and Mathematics Coordinator
Student Services Director	District Student Services Director
Summer Reading Camp Coordinator	District Summer Reading Camp Coordinator
Superintendent	District Superintendent

Role	SCDE Program Office Description/Definition
Targeted Support and Improvement Schools (TSI)	Targeted Support and Improvement Schools (TSI)
Title I, Part A Coordinator	Title I, Part A Coordinator
Title I, Part C, Migrant Coordinator	Title I, Part C, Migrant Coordinator
Title IX Coordinator	Assists district in becoming compliant with the new Title IX requirements.
Transition Coordinator	Assists students with disabilities and their families in obtaining services necessary to transition from high school to a post-secondary setting, whether for post-secondary education, employment, or long-term support.
Transportation Director	Transportation Director
Transportation Supervisor	Transportation Supervisor
Virtual Education Coordinator	Virtual Education Coordinator
Visual and Performing Arts Coordinator	Visual and Performing Arts Coordinator
Web Access Coordinator (WAC)	District Web Access Coordinator
World Language Coordinator	District World Language Coordinator