



District and Entity Information Management System (DEIMS) User Manual

Application Version 1.2.4

Updated February 2025

Ellen E. Weaver
State Superintendent of Education

Contents

Quick Start	4
Overview of DEIMS	6
Planned Features	6
Roles	6
Access Roles	7
Accessing DEIMS: Open a Session with the DEIMS Web Application	7
District at a Glance	10
Search for District and School Information	10
District Contacts.....	12
Superintendent’s Role	12
Managing District Contacts and Roles.....	12
Adding a New District Contact.....	13
Managing Roles for a District Contact	14
Adding a Role for a District Contact	14
Removing a Role for a District Contact	16
Editing a District Contact	16
Editing the Name of a District Contact	17
Editing the Contact Information for a District Contact.....	18
School Contacts	20
Special Considerations for High Schools.....	20
Managing School Contacts.....	20
Adding a New School Contact	21
Adding a Role for a New School Contact	22
Removing a School Contact or Role.....	24
Editing a School Contact.....	25
District Information	27
Adding a New District.....	27
Editing District Information	27
School Information.....	28
Reviewing Annually for School Information for Changes	28
Closing a School.....	28

Adding Schools to a New District	28
Adding a New School	28
Editing School Information	32
Review Changes	33
Reviewing District Information Changes	33
Reviewing School Information Changes.....	34
Appendix - List of District Contact Roles and Descriptions	36
Questions? Email DEIMS@ed.sc.gov.....	40

Quick Start

Note: Some changes require the submission of additional forms and approval from the Superintendent or Board of Trustees. If possible, all changes should be reviewed by a second user with a DEIMS access role.

Start a session:

1. Log in to the SCDE's webpage: <https://ed.sc.gov>
2. Click *District Entity Information Management Systems (DEIMS)*

For general district or school information:

1. Click *District at a Glance*
Note: You can only view your current district.
2. If viewing a school, click on its corresponding *School ID (SIDN)*

To add a district-level contact:

1. Click *District Contacts*
2. Click + *Add Employee*, enter information, and *Save*.
3. Primary contact: *Add Roles*
Alternate contact: *Add as Alternate Contact*
4. Review information and click *Save*.
5. Search for the contact on *District Contacts* list to ensure the process is successful.

To edit or remove a district-level contact:

1. Click *District Contacts*
2. Search for name
3. *Edit* or *Remove*
4. Review information and click *Save*.
5. Search for the contact on *District Contacts* list to ensure the process is successful.

To add a school-level contact:

1. Click *School Contacts*
2. Click + *Add Employee*, enter information, and *Save*.
3. Primary contact: *Add Roles*
Alternate contact: *Add as Alternate Contact*
4. Review information and click *Save*.
5. Search for the contact on *School Contacts* list to ensure the process is successful.

To edit or remove a school-level contact:

1. Click *District Contacts*
2. Search for name
3. *Edit* or *Remove*
4. Review information and click *Save*.

5. Search for the contact on *School Contacts* list to ensure the process is successful.

To add, merge, edit, or remove a district or school:

1. Prepare all necessary paperwork and submit the documents to SCDE administrators. Some changes may not require paperwork. See the corresponding sections of this document for clarification.
2. Input all information accurately into the appropriate sections of DEIMS.
3. Have another person with a DEIMS access role *Review Changes*.

Overview of DEIMS

The District and Entity Information Management System, usually referred to as *DEIMS*, is a web application for storing and maintaining district and school information, including the contact information of personnel based on their roles and responsibilities. It was designed by the South Carolina Department of Education (SCDE) to streamline communications. DEIMS makes it easier to identify the correct contact people for specific programs, grants, and business functions.

DEIMS also serves as a key resource for generating certain reports; the data that is entered in DEIMS is fed into other important systems such as the Statewide Longitudinal Data Systems (SLDS), the Diploma Order Tracking System (DOTS), and the SCDE School Directory web page.

Note: It is the district's responsibility to make changes in the system as they occur.

The information on DEIMS can only be changed by personnel who are assigned the access roles of *District User* or *Contact Manager* (limited capacity). These roles are assigned by each district's Web Access Coordinator (WAC).

If you need technical assistance with DEIMS, send an email to DEIMS@ed.sc.gov with a concise but specific description of the technical issue.

Planned Features

The DEIMS web application will continue to have features added to it. Currently this system is only for school district personnel, but the SCDE plans to expand its userbase to include other educational entities. Future versions will 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).

Roles

District and school personnel are assigned *roles* according to the different responsibilities they have. These roles indicate which people should be contacted if there are any changes to the academic programs they support or oversee. Depending on the size and structure of the organization, one person can have multiple roles. There are over 100 assignable *district contact roles*, and four assignable *school contact roles*.

The SCDE district contact roles and definitions can be found in Appendix - List of District Contact Roles and Descriptions.

Access Roles

Access roles are a subset of roles that allow select individuals to view, add, update, and manage information in DEIMS. These access roles are assigned by a district's Web Access Coordinator (WAC). See [Table 1](#) for a description of each access role's permissions and responsibilities.

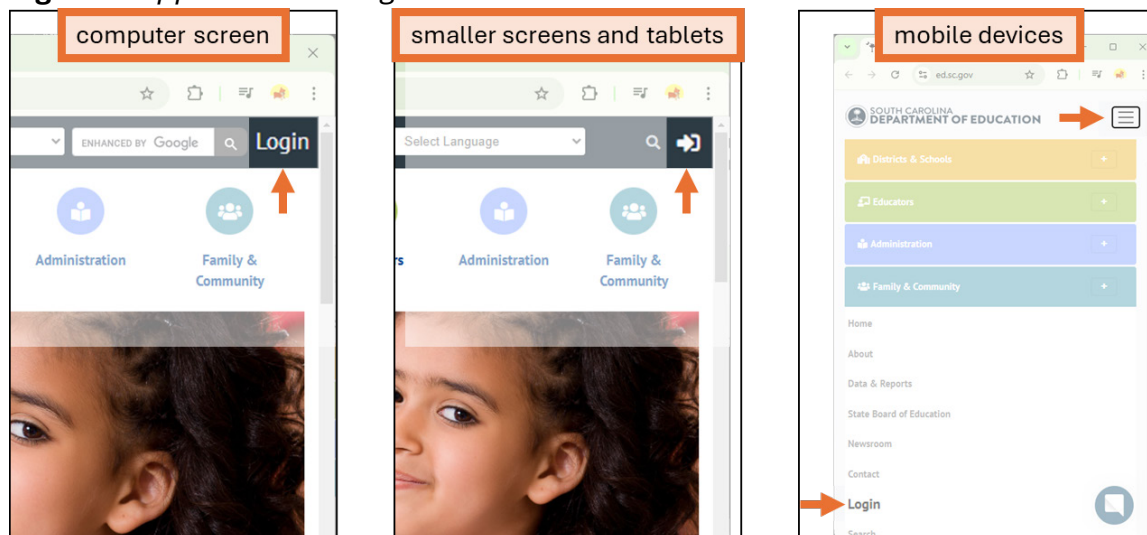
Table 1. *Different Levels of Security Access for DEIMS Users*

Access Role	Role Type	Role Description
MSLR District User	Data Entry	The district user is responsible for adding, updating, and managing all information throughout the year: <ul style="list-style-type: none">• School Contacts (principal)• District and School Information• Prior to making changes to school information in DEIMS, 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 DEIMS@ed.sc.gov.
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	Able to view information in the web application.
Principal	View Only	Able to view information in the web application.

Accessing DEIMS: Open a Session with the DEIMS Web Application

To access DEIMS, visit the South Carolina Department of Education webpage at <https://ed.sc.gov>. Click the *Login* button at the top right. Depending on the size of your screen, it may look like an arrow or the link may be hidden behind a menu button. Once you log in, the *Member Center* (AKA App Portal) will open.

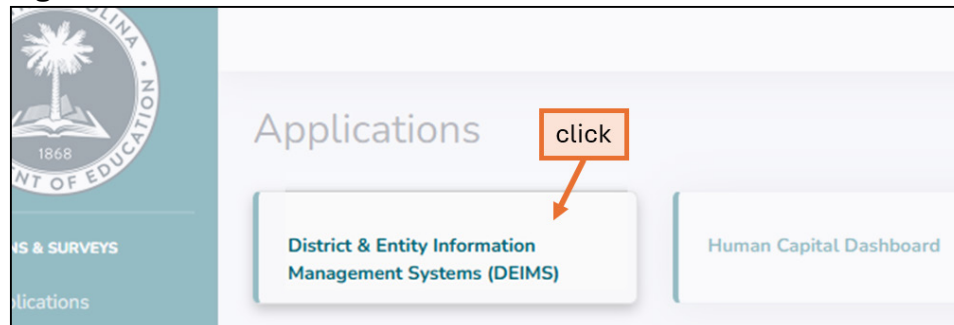
Figure 1. Appearance of Login Link on Different Devices



Note: You can also visit the Member Center directly at <https://appportal.ed.sc.gov>.

Under Applications, click *District & Entity Information Management Systems (DEIMS)*. This will open a session with the DEIMS web application.

Figure 2. Link to DEIMS in the Member Center



Note: For security purposes, the DEIMS web application will automatically log you out after a set period of time.

Figure 3. *Session Expiration Warning*

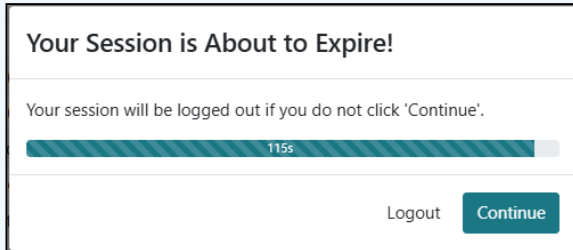
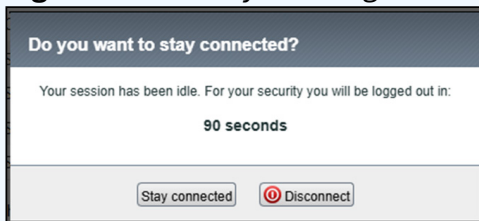


Figure 4. *Inactivity Warning*



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.**

The information entered into this section of DEIMS will be published on the [SCDE School Directory](#) webpage. Please ensure that it is correct.

Search for District and School Information

1. Click *District at a Glance* on the left side menu.
2. For school information, click on the desired *School ID* number (SIDN). See [Figure 5](#).
3. (optional) To view another school within the same district, click *View District* at the bottom of the page or go back one step by clicking *District at a Glance* in the top breadcrumb bar. See [Figure 6](#).

Figure 5. Example District Information Page

The screenshot displays the 'District at a Glance' page for District 0160: Abbeville. The left sidebar contains a menu with 'District at a Glance' highlighted by a red box and labeled with a red circle '1'. The main content area shows district details: Official Name (Abbeville County School District), Status (Active), NCES District Code, Location, Web Address (https://www.acsdsc.org/), Street Address (400 Greenville Street), City (Abbeville), Zip (29620-1749), Mailing Address, Contact (Superintendent Name, Superintendent Email, Phone, Fax), and a 'Schools' section. The 'Schools' section contains a table with columns: School ID, School, Address, City, Zip, Phone, and Grades. Callout 2, a red circle with the number '2', points to the 'Schools' table. The table lists four schools: 0160-001 Abbeville High, 0160-003 Dixie High, 0160-007 John C. Calhoun Elementary, and 0160-016 Wright Middle.

School ID	School	Address	City	Zip	Phone	Grades
0160-001	Abbeville High	701 Washington Street	Abbeville	29620	(803) 296-1212	9-12
0160-003	Dixie High	1 Haynes Street	Due West	29639	(803) 276-2100	8-12
0160-007	John C. Calhoun Elementary	750 North Calhoun Shores Parkway	Calhoun Falls	29628	(803) 475-8210	K-5 P4
0160-016	Wright Middle	111 Highway 71	Abbeville	29620	(803) 296-1200	6-8

Figure 6. Example School Information Page

Home / District at a Glance / School at a Glance tupakijobu

School 0160-020: Long Cane Primary

Official Name Long Cane Primary
Status Active

Location
Web Address <https://www.acsdsc.org/o/long-cane-primary-school>

Street Address 815 East Greenwood Street
City Abbeville
Zip 29620

Mailing Address 815 East Greenwood Street
City Abbeville
Zip 29620

Contact
Principal Name Mr. Todd Henry
Principal Email thens@acsdsc.org
Phone 803-256-1554
Fax 803-256-4071

Grades Served
Grades K-2
Preschool P3 and P4
Special Ed Yes
Adult Ed No

School Type
Funding (Unknown)
Virtual (Unknown)
Special Focus (Unknown)

[View District](#)

3 (optional)

District Contacts

The District Contacts section displays all the district-level personnel who have been chosen as primary or alternate contacts for specific roles and responsibilities. In this section, the district will be able to add employees who have been assigned roles, edit current contact information, and remove employees from the list. Whenever a district contact changes, the district is responsible for updating the district contact immediately.

Note: Changes to district contacts can only be made by users who were assigned certain access roles.

Superintendent's Role

Only the **district superintendent's name** should be assigned the Superintendent's role. The name of the district superintendent will be published 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."

Managing District Contacts and Roles

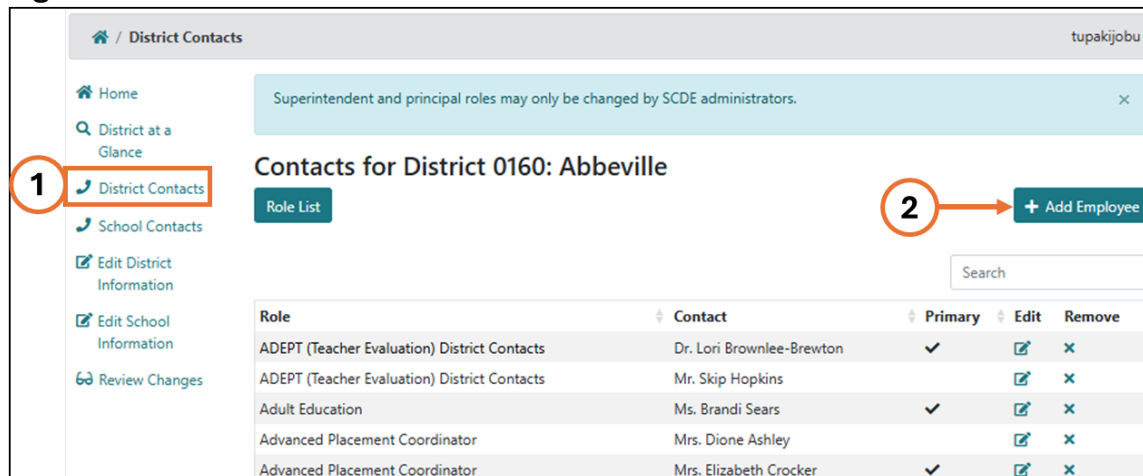
1. Click *District Contacts* on the left side menu.
2. Search for the employee you wish to view or edit. If this person is not on the list, follow the steps for [Adding a New District Contact](#).

To edit an existing contact's name or information, follow the steps for [Editing a District Contact](#).

To update a contact's roles, follow the steps for [Managing Roles for a District Contact](#).

Adding a New District Contact

Figure 7. *How to Add District Contacts*



3. On the *Add District Contact* page, input all relevant information in each field for this contact's Name and Contact Information:
 - a. Click the *Title* dropdown menu and click on the appropriate title (Mr., Mrs., Ms., or Dr.)
 - b. First Name
 - c. (optional) Middle Name or middle initial
 - d. Last Name
 - e. (optional) Choose a *Suffix* from the dropdown menu
 - f. School area code and phone number. If appropriate, add extension.
 - g. (Optional) District-issued mobile phone number. Include the area code and extension, if available. Do not input a personal mobile number.
 - h. Email address. Do not input a personal email address.
 - i. Job Title, which is the contact's current job title at the district.
 - j. Click the *Save* button at the bottom of the page.

Figure 8. The Add District Contact Page

Home / District Contacts / Add District Contact tupakijobu

Add District Contact

Name

Title -- Select -- First Name* Middle Last Name* Suffix -- Select --

Contact

Phone Number* Extension

Mobile Number Extension

Email*

Job Title

3 **4** Save Cancel

4. Click the *Save* button at the bottom of the page to save the new district contact. The *Edit District Contact* page will open. Go to the section for Managing Roles for a District Contact.

Managing 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.

Adding a Role for a District Contact

1. To add a role in which this person is a primary contact, click *Add Roles*.
If this person is not a primary contact for a role, click *Add as Alternate Contact*.

Figure 9. *How to Assign Roles to a District Contact*

The operation has completed successfully.

Edit District Contact for District 0160

[Remove Employee](#)

Jobu Tupaki [Edit Name](#)

Contact [Edit Contact Info](#)

Phone 803-123-4567 **Mobile** (missing) **Email** eeao@notarealdomain.com

Job Title Education Associate

Roles [Add Roles](#) [Add as Alternate Contact](#)

[Search](#)

Role Name	Primary	Remove
No matching records found		

[Back to District](#)

1. The SCDE district contact role dropdown menu will appear. See [Figure 10](#).
2. Select the assigned roles for the district contact.

Tip: To select multiple roles, press and hold down the Ctrl key on your keyboard and click each role with the mouse. Do not release the Ctrl key until you are finished.

3. Save your selections by clicking the Add Roles button at the bottom.

Figure 10. *How to Select Multiple Roles and Save*

Add Roles

Name [Edit Name](#)

Roles

- ESEA Title V (REAP) Coordinators
- Facility Manager
- Federal Program Director**
- Food Service Directors
- Foster Care Contacts**
- Gifted and Talented Coordinators
- Gifted and Talented Test Coordinators
- Grants
- Grants - School Improvement
- GT/AP/IB/Cambridge International Coordinator
- Hearing Officer**
- Incident Management Coordinator
- Instruction Hub - Curriculum
- Instruction Hub - IT**
- Kindergarten/Prekindergarten Test Coordinator
- Lead School Psychologist

[Cancel](#) [Add Roles](#)

- The user will be returned to the *Edit District Contact* page. Confirm that all new roles are displayed in the list of roles. Roles added using the *Add Roles* button will have a checkmark in the Primary column. See [Figure 11](#).

Figure 11. The Result of Adding Roles

The operation has completed successfully.

Edit District Contact for District 0160 Remove Employee

Jobu Tupaki Edit Name

Contact Edit Contact Info

Phone 803-123-4567 **Mobile** (missing) **Email** eeaao@notarealdomain.com

Job Title
Education Associate

Roles Add Roles Add as Alternate Contact

Role Name	Primary	Remove
Facility Manager		Remove
Federal Program Director	✓	Remove
Foster Care Contacts	✓	Remove
Hearing Officer	✓	Remove
Instruction Hub - IT	✓	Remove

Showing 1 to 5 of 5 rows

Back to District

Removing a Role for a District Contact

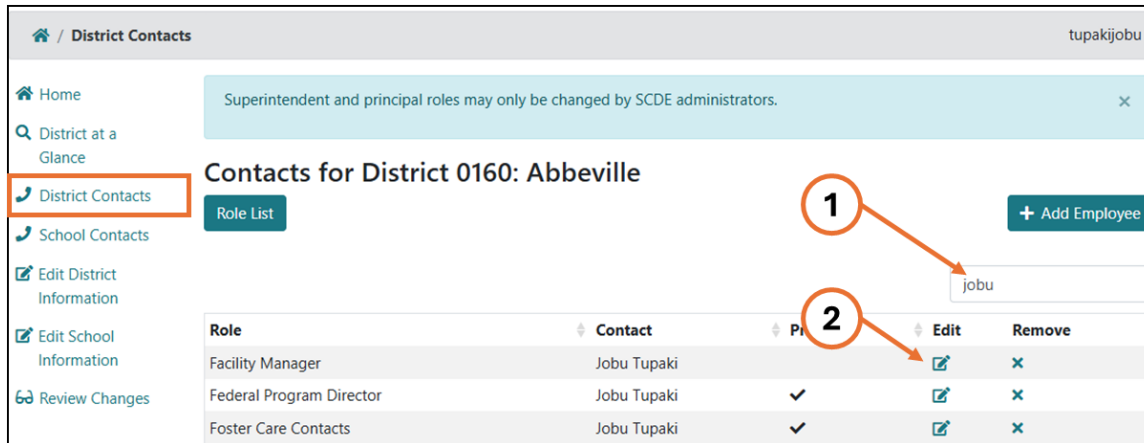
- On the *District Contacts* page, type the district contact's name or role in the *Search* box. The list of results will automatically update.
- Click the *Remove* button for the role you wish to delete. See [Figure 12](#).

Editing a District Contact

Before you begin, make sure you are in the District Contacts section of the web application. See [Figure 12](#). The district contact's name and information need to be updated separately.

- Type the district contact's name or role in the *Search* box.
- Click the *Edit* symbol next to the district contact's name. See [Figure 12](#).
The *Edit District Contact* page will appear.

Figure 12. How to Find and Edit a District Contact



Editing the Name of a District Contact

This explains how to change a contact's first, middle, and last names, and applicable title or suffix. Before you begin, make sure you are on the *Edit District Contact* page from the previous step.

1. Click *Edit Name*. The *Edit Name* popup window will open.
2. Edit the fields as needed.
3. Click *Save Changes*.

Figure 13. How to Edit a Contact's Name

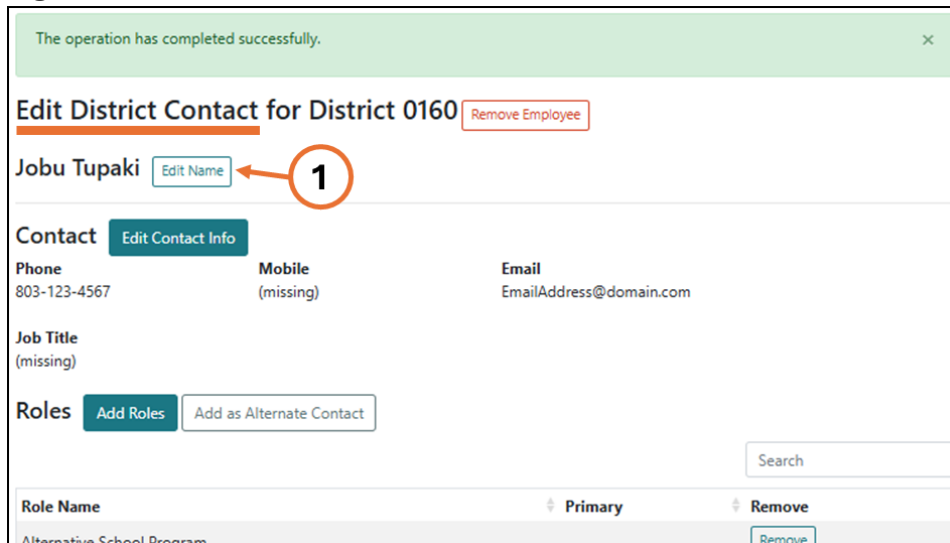


Figure 14. *The Edit Name Popup Window*

The screenshot shows a modal window titled "Edit Name" with a close button (X) in the top right corner. The form contains the following fields: "Name" (a label), "Title" (a dropdown menu with "Mr." selected), "First Name*" (a text input field with "Skip" entered), "Middle Name" (a text input field), "Last Name*" (a text input field with "Hopkins" entered), and "Suffix" (a dropdown menu with "-- Select --" selected). At the bottom of the form are two buttons: "Cancel" and "Save Changes". An orange bracket on the left side of the form, spanning from the "Title" field down to the "Suffix" field, is labeled with a circled "2". An orange arrow points from a circled "3" to the "Save Changes" button.

Editing the Contact Information for a District Contact

This is for changing a contact's email, phone number, mobile number, and job title. Before you begin, make sure you are on the *Edit District Contact* page from the previous step.

1. On the *Edit District Contact* page, click *Edit Contact Info*.
2. Edit the contact information fields as needed.
3. Click *Save Changes*.

Figure 15. *How to Edit Contact Information*

The operation has completed successfully.

Edit District Contact for District 0160 [Remove Employee](#)

Jobu Tupaki [Edit Name](#)

Contact [Edit Contact Info](#) **1**

Phone
803-123-4567

Mobile
(missing)

Email
EmailAddress@domain.com

Job Title
(missing)

Roles [Add Roles](#) [Add as Alternate Contact](#)

[Search](#)

Role Name	Primary	Remove
Alternative School Program		Remove

Figure 16. *The Edit Contact Information Popup Window*

Edit Contact Information

Contact

Email*
eeaa@notarealdomain.com

Phone Number* **Extension**
8031234567

Mobile Number **Extension**

Job Title
Education Associate

[Cancel](#) [Save Changes](#) **3**

To edit the roles for an existing district contract, see [Adding a Role for a District Contact](#).

School Contacts

Unlike district contacts section, which have over 100 possible roles to assign, there are only four possible roles for school contacts: Principal, Building Manager, School Instructional Materials, and School Level Parent Liaison. Furthermore, only one person per school is able to hold the role of Principal, even if a school has co-principals. Other roles can still have multiple people assigned to them. For example, there can be more than one primary Building Manager.

Equivalent titles such as Director of a CTE center can be assigned the principal role in DEIMS.

Note: Currently, the role of Principal can only be changed by SCDE administrators. Requests for changing the principal's information should be sent to DEIMS@ed.sc.gov

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.

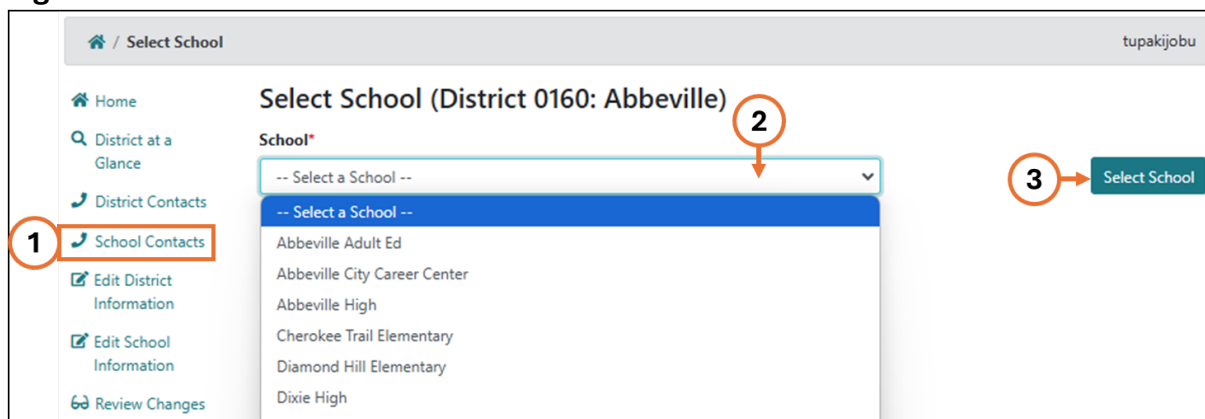
Special Considerations for High Schools

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.

Managing School Contacts

1. Click *School Contacts* on the left side menu.
2. Choose a school from the dropdown menu
3. Click *Select School*. You will be taken to the *Contacts for School* page.

Figure 17. How to Select a School

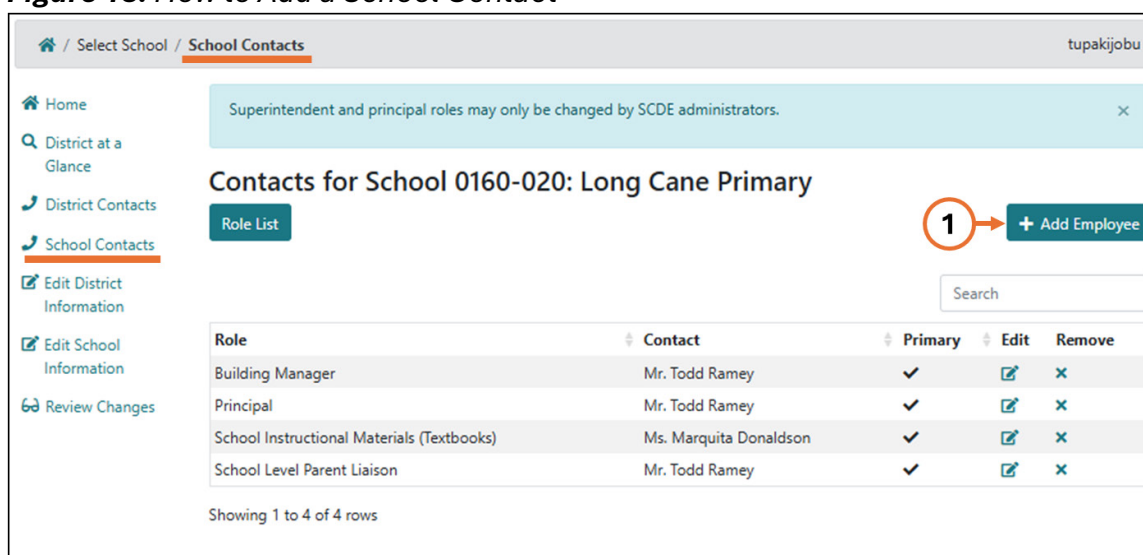


Note: The principal of the school from the prior year should be listed on this page, unless this is a new school that has opened in the current school year (July 1–June 30).

Adding a New School Contact

1. On the Contacts for School page, click **+Add Employee**.

Figure 18. How to Add a School Contact



2. The *Add School Contact* page will open with all fields blank for a new school contact or interim school contact. Input all relevant information in each field for this contact's Name and Contact Information:
 - a. Click the *Title* dropdown menu and click on the appropriate title (Mr., Mrs., Ms., or Dr.)
 - b. First Name
 - c. (optional) Middle Name or middle initial

- d. Last Name
 - e. (optional) Choose a *Suffix* from the dropdown menu
 - f. School area code and phone number. If appropriate, add extension.
 - g. (Optional) District-issued mobile phone number. Include the area code and extension, if available. Do not input a personal mobile number.
 - h. Email address. Do not input a personal email address.
 - i. Job Title, which is the contact's current job title at the school.
3. Click the *Save* button at the bottom of the page to save the new school contact. The web application will automatically go to the *Edit School Contact for School* page.

Figure 19. The Add School Contact Page

Home / Select School / School Contacts / Add School Contact tupakijobu

Add School Contact for School 0160-020

Name

Title: Ms. First Name*: Jobu Middle: Last Name*: Tupaki Suffix: -- Select --

Contact

Phone Number*: 803-123-4567 Extension:

Mobile Number: Extension:

Email*: eeaa@notarealdomain.com

Job Title: Custodian

2 (around School Contacts link in sidebar)

3 (around Save button)

Save Cancel

Adding a Role for a New School Contact

Before you begin, make sure you are viewing the *Edit School Contact for School* page.

1. To add a role in which this person is a primary contact, click *Add Roles*.
If this person is not a primary contact for a role, click *Add as Alternate Contact*.

Figure 20. *How to Assign Roles to a School Contact*

The screenshot shows the 'Edit School Contact' interface. The breadcrumb trail is 'Select School / School Contacts / Edit School Contact'. The user is logged in as 'tupakijobu'. The contact is 'Ms. Jobu Tupaki' with an 'Edit Name' button. The 'Contact' section has an 'Edit Contact Info' button. Fields include 'Phone' (803-123-4567), 'Mobile' (missing), and 'Email' (eeaa@notarealdomain.com). The 'Job Title' is 'Custodian'. The 'Roles' section has an 'Add Roles' button (highlighted with a red circle and number 1) and an 'Add as Alternate Contact' button. A 'Search' box is at the bottom right.

1. In the roles selection menu, click on the roles assigned to this person.

Tip: To select multiple roles, press and hold down the Ctrl key on your keyboard and click each role with the mouse. Do not release the Ctrl key until you are finished.

2. Click *Add Roles* to save your selections.

Figure 21. *Roles Selection Menu*

The 'Add Roles' dialog box is shown. It has a close button (X) in the top right. The 'Name' field is empty. The 'Roles' section contains a list box with four items: 'Building Manager', 'Principal', 'School Instructional Materials (Textbooks)', and 'School Level Parent Liaison'. A red circle with the number 2 points to the list box with the text 'Hold Ctrl key and click as many roles as needed'. At the bottom, there are 'Cancel' and 'Add Roles' buttons. A red circle with the number 3 points to the 'Add Roles' button.

Removing a School Contact or Role

If you plan to remove a school contact person so that you can immediately add a new one as a replacement, you can instead follow the steps for *Editing a School Contact*.

Note: If a person only has one assigned role, following these steps will delete the contact's entire record (name and information) from DEIMS. To remove a role while keeping the rest of the contact's information in DEIMS, see [Removing a Role from a School Contact](#).

1. Click *School Contacts* on the left side menu.
2. Select the name of a school from the dropdown menu.
3. Click *Select School*. The *Contacts for School* page will be displayed.
4. Click the *Remove* button. A new web page will appear asking for confirmation.
5. On the *Remove School Contact* confirmation page, Click *Remove Employee*.

Figure 22. How to Remove a Role from a Contact

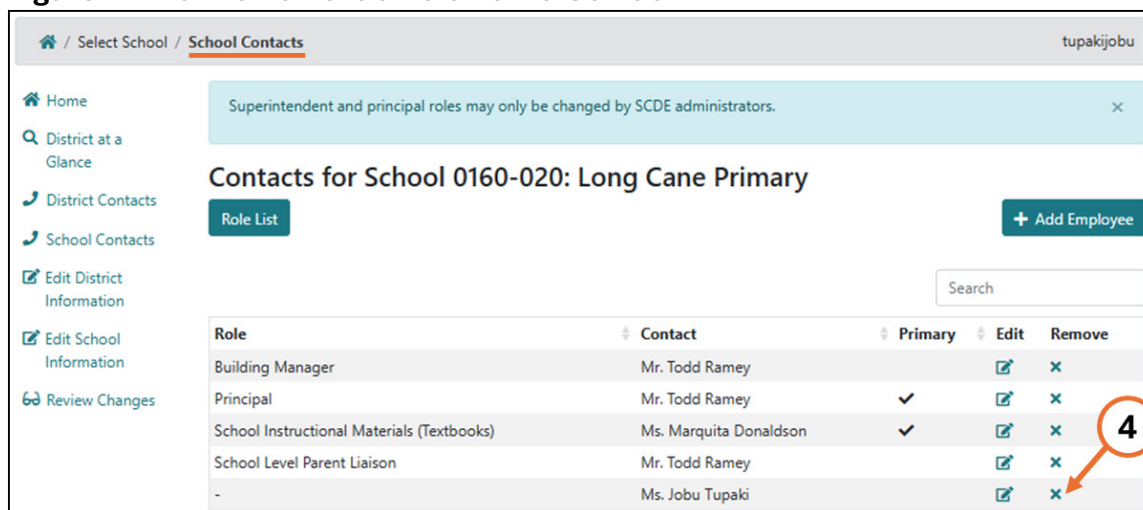
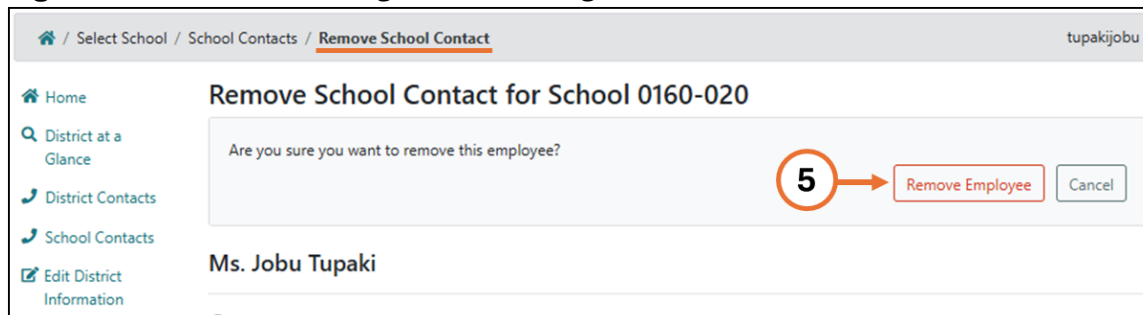


Figure 23. Confirmation Page for Removing a School Contact

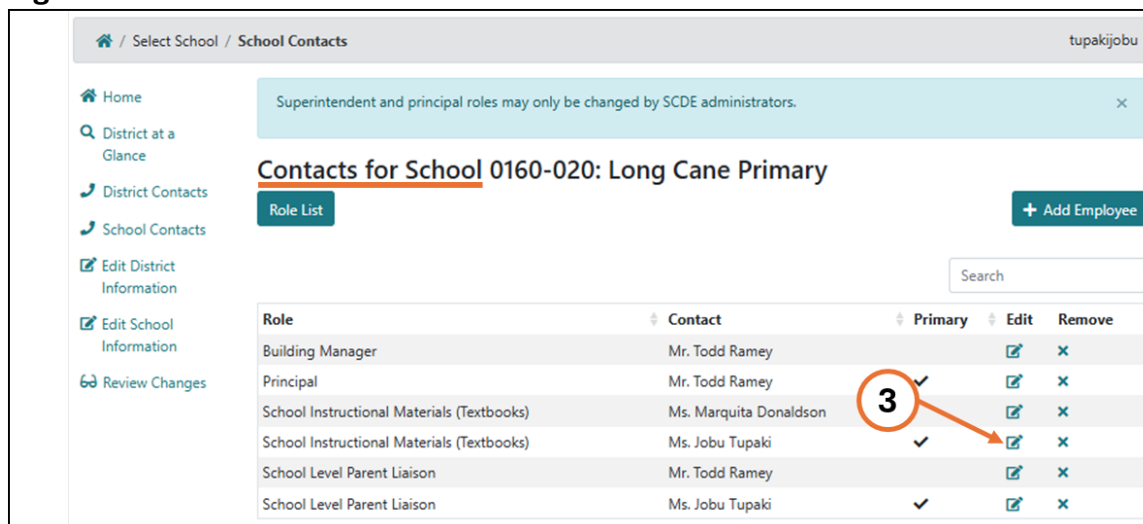


Editing a School Contact

You can make changes to all existing school contacts except those with the principal role. The school contact's name and information need to be updated separately.

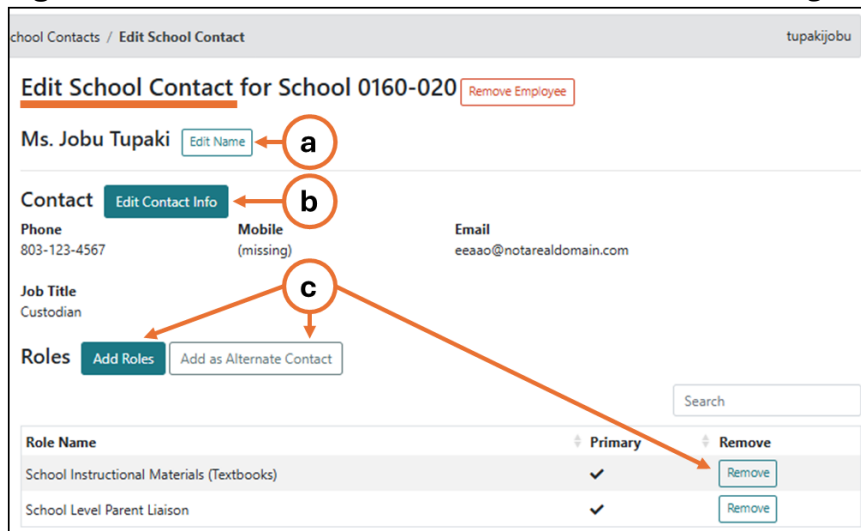
1. Click *School Contacts* on the left side menu.
2. On the *Select School* page, select the name of a school from the dropdown menu and click *Select School*. See [Figure 17](#) for a diagram.
3. On the *Contacts for School* page, click the *Edit* button.

Figure 24. How to Edit a School Contact



The Edit School Contact page will open. There are three separate sections on this page to edit the person's a) name, b) contact information, and c) roles.

Figure 25. Different Sections of the Edit School Contact Page



Editing the Name of a School Contact

For a diagram of the fields you can change in these steps, see [Figure 14](#).

1. On the Edit District Contact page, click Edit Name.
2. Edit the fields as needed.
3. Click Save Changes.

Editing the Contact Information for a School Contact

For a diagram of the fields you can change in these steps, see [Figure 16](#).

1. On the Edit District Contact page, click Edit Contact Info.
2. Edit the contact information fields as needed.
3. Click Save Changes

Editing the Roles of a School Contact

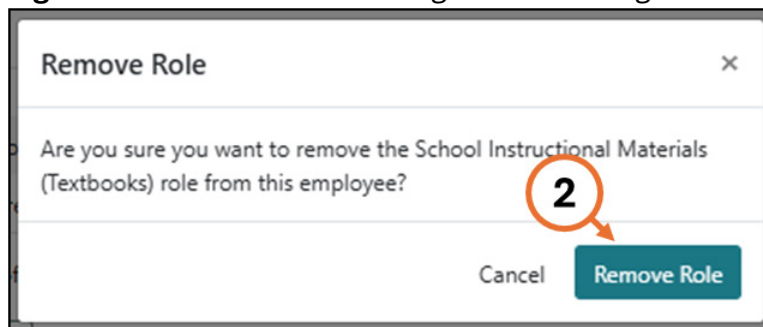
See [Adding a Role for a New School Contact](#).

Removing a Role from a School Contact

This method allows you to remove a role from a single school contact while keeping the rest of the contact's information in DEIMS.

1. On the *Edit District Contact page*, click the *Remove* button next to the role.
2. In the *Remove Role* confirmation window, click the *Remove Role* button.

Figure 26. Confirmation Message for Removing a Role



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 DEIMS, the appropriate forms must be completed and submitted to DEIMS@ed.sc.gov for processing.

1. For districts that are consolidating, the districts must complete the [District Consolidation Online Application](#) and submit it to SCDE.
2. For a new district which is not consolidating with another district, complete the [Request for a School Identification Number \(SIDN\)](#) and submit to SCDE.

SCDE will add the new district in DEIMS. Once listed in DEIMS by SCDE, the new district must complete the district information by following the directions for [Editing District Information](#).

Editing District Information

1. Click *Edit District Information* on the left side menu.
2. On the *Edit District* page, update each field according to the guidelines in [Table 2](#).
3. Click the *Save* button to submit the changes for review.
4. To fully publish these changes, follow the steps for [Reviewing District Information Changes](#).

Table 2. *Guidelines for Each Field in the Edit District Page*

Field name	Guidelines and descriptions
Official Name	The full name of the district as approved by the Board of Trustees.
Web Address	The full address (URL) of this district's website. Please ensure that the link is current and works when clicked.
Street Address	The address of the main physical district office building.
Mailing Address	If the district generally uses a Post Office Box or Drawer for official purposes, put that here. Otherwise, click the <i>Copy Address</i> button to use the same physical address as the one for <i>Street Address</i> .
Phone Number	The general phone number that the district uses for all official contact. This phone number is usually the same as the one listed on the district's website.
Fax Number	The main fax number that the district uses for official purposes.

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 DEIMS@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, 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 which can be found on the [SIDN webpage](#).
- Get the school closing form signed by the superintendent
- Prepare a digital copy of the Board of Trustees meeting minutes showing approval for the school closure
- Send all paperwork to DEIMS@ed.sc.gov for processing.

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 DEIMS. Once the new district is in DEIMS, the new district should add its schools in DEIMS by following the instructions for [Adding a New School](#).

Adding a New School

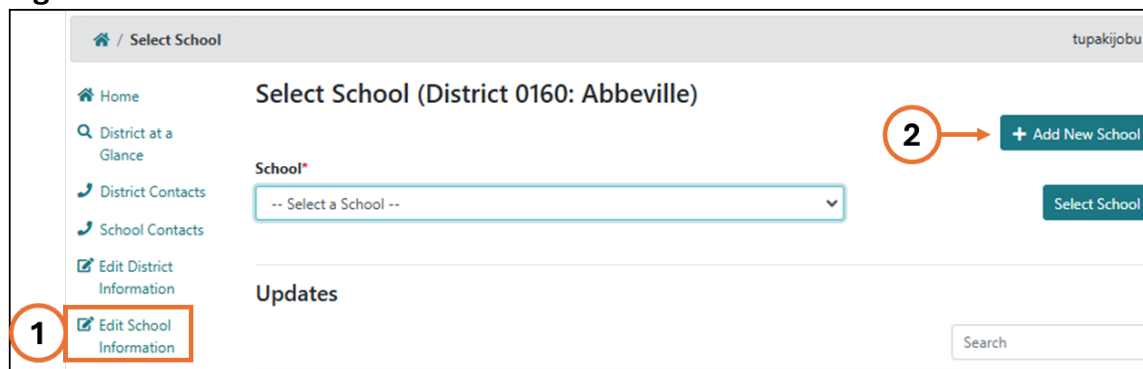
Prior to adding a new school, the district must:

- Complete the Request for SIDN form which can be found on the [SIDN webpage](#).
- Get the Request for SIDN form signed by the superintendent
- Prepare a digital copy of the Board of Trustees meeting minutes showing approval for the new school

- Send all paperwork to DEIMS@ed.sc.gov for processing.

The district may add a new school in DEIMS by clicking the *+Add New School* button, but this school will not be approved and the SIDN will not be added until after the required paperwork has been processed by the SCDE.

Figure 27. How to Add a New School



1. Click *Edit School Information* on the left side menu.
2. Click *+ Add New School*. The *Edit New School* page will open.
3. On the *Edit New School* page, update each field using the guidelines in [Table 3](#).
4. Click the *Save* button to submit the changes for review.
5. To fully publish these changes, follow the steps for [Reviewing School Information Changes](#).

Table 3. Guidelines for Each Field in the Edit New School Page

Field name	Guidelines and descriptions
Official Name	The full name of the school as approved by the Board of Trustees.
Web Address	The full address (URL) of this school's website. Please ensure that the link is current and works when clicked.
Street Address	The address of the main physical school office building.
Mailing Address	If the school generally uses a Post Office Box or Drawer for official purposes, put that here. Otherwise, click the <i>Copy Address</i> button to use the same physical address as the one for <i>Street Address</i> .
Phone Number	The general phone number that the school uses for all official contact. This phone number is usually the same as the one listed on the school's website.
Fax Number	The main fax number that the school uses for official purposes.
Principal Name	The title, full name, and suffix of the person that is assigned the role of school principal. If the institution is not organized like a traditional

Field name	Guidelines and descriptions
	school, use the name of the person with an equivalent position such as a CTE Center Director.
Principal Email	The professional or organizational email address of the school principal (or equivalent position). Do not use a personal email address in this field.
K-12 (dropdown menu)	If this school serves any grade level between kindergarten and 12, select <i>Yes</i> . Otherwise, select <i>No</i> .
From Grade (dropdown menu)	Select the youngest grade level that this school serves.
To Grade (dropdown menu)	Select the oldest grade level that this school serves.
Exceptions (button)	If this school does not serve any grades between the levels selected in <i>From Grade</i> and <i>To Grade</i> , click the <i>Exceptions</i> button. A new window will pop up. Hold the Ctrl key and click all the grade levels not served by this school. To unselect an item, hold Ctrl and click it.
Preschool (dropdown menu)	Select <i>P3</i> if the school serves three-year-olds. Select <i>P4</i> if the school serves four-year-olds. You can also select <i>both</i> or <i>no preschool</i> .
Adult Ed (dropdown menu)	If this school provides adult education, select <i>Yes</i> . Otherwise, <i>No</i> .
Special Ed (dropdown menu)	If this school provides special education, select <i>Yes</i> . Otherwise, <i>No</i> .
Funding (dropdown menu)	Select either <i>Public Non-Charter</i> , <i>Public-Charter</i> , or <i>Private</i>
Virtual (dropdown menu)	Select the school's level of virtual instruction
Special Focus (dropdown menu)	Select the school's special focus from the pre-defined list of choices

Figure 28. *The Edit New School Page*

Home

District at a Glance

District Contacts

School Contacts

Edit District Information

Edit School Information

Review Changes

Edit New School for District 0160

Principal information should now be entered here and requires SCDE approval.

Name

Official Name*

Location

Web Address*

Street Address*

City*

Zip Code*

↓ Copy Address

Mailing Address*

City*

Zip Code*

Contact

Phone Number*

Fax Number

Principal Name

Title

First Name*

Middle

Last Name*

Suffix

-- Select --

Principal Email

Grades Served

K-12*

From Grade*

To Grade*

Exceptions (optional)

No

-- Select --

-- Select --

Exceptions

Currently selected grades: No grades selected.

Preschool*

Adult Ed*

Special Ed*

-- Select --

-- Select --

-- Select --

School Type

Funding*

Virtual*

Special Focus*

-- Select --

-- Select --

-- Select --

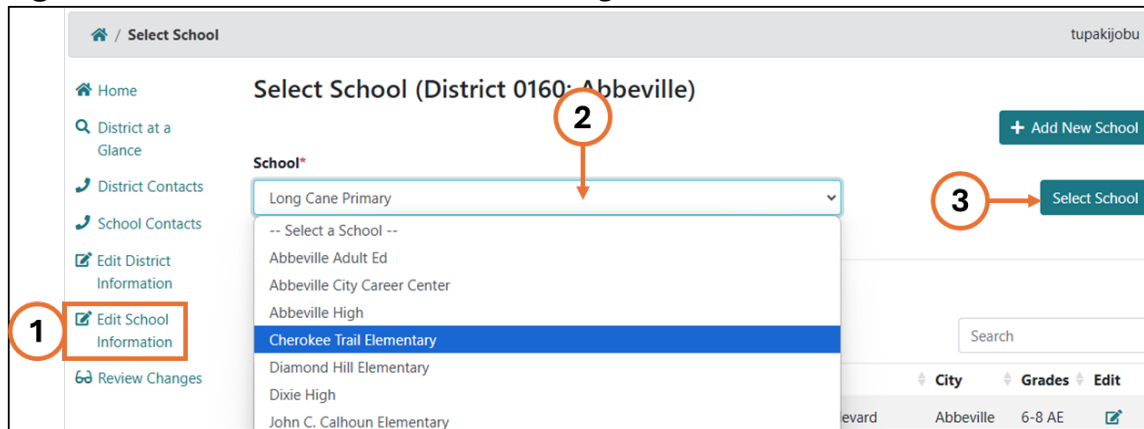
4

Save Cancel

Editing School Information

1. Click *Edit School Information* on the left side menu.
2. Select the name of a school from the dropdown menu.
3. Click *Select School*. You will be taken to the *Edit School* page. For a diagram of a similar page, see [Figure 28](#).
4. On the *Edit School* page, update each field using the guidelines in [Table 3](#).
5. Click the Save button to submit the changes for review.
6. To fully publish these changes, follow the steps for [Reviewing School Information Changes](#).

Figure 29. How to Select a School for Editing



Review Changes

After changes are made in either the [Edit District Information](#) or [Edit School Information](#) sections, SCDE recommends that a second district employee with access to DEIMS review the changes made using the *Review Changes* feature. By reviewing the changes, districts can ensure that the district and its schools' information is correct, including email addresses and full web addresses.

Reviewing District Information Changes

If possible, have this process done by a second district employee with access to DEIMS.

1. Click *Review Changes* on the left side menu.
The left side of the page shows the original information. The right side shows the proposed new changes, which will appear as red writing. If there are no changes, the right side will say *(same)*. See [Figure 30](#).
2. If all of the new information is correct, click *Accept Changes*.
If additional changes need to be made, click *Make Changes*. You will be taken to the *Edit District* page. On that page, you can update the information by following the steps in [Editing District Information](#).

Figure 30. *Reviewing Changes to District Information*

Review District

tupakijobu

Home

District at a Glance

District Contacts

School Contacts

Edit District Information

Edit School Information

1 Review Changes

Review District 0160: Abbeville

Saved at 1/1/0001 12:00:00 AM by (missing)

Official Name	Abbeville County School District	(same)
Web Address	https://www.acsdsc.org/	(same)
Physical Address	400 Greenville Street, Abbeville, SC 29620-1749	(same)
Mailing Address	400 Greenville Street, Abbeville, SC 29620-1749	(same)
Phone Number	864-366-5427	(same)
Fax Number	864-366-8531	(same)
Superintendent Name	Dr. Lori Brownlee-Brewton	Dr. Jobu Tupaki
Superintendent Email	lbrewton@acsdsc.org	eeaa@notarealdomain.com

2

Accept Changes Make Changes

Reviewing School Information Changes

1. Click *Review Changes* on the left side menu. The *Review District* page will open.
2. Scroll down to the list of schools at the bottom of the page.
3. Click the *Updates* column header multiple times until a small down arrow appears. Doing this will bring any recently changed schools to the top of the list. Alternatively, you can search for the target school by typing its name in the search box.

Figure 31. How to Find and Review a Newly Updated School

Superintendent Email
lbrewton@acsdsc.org

eeaa0@notarealdomain.com

Accept Changes Make Changes

Schools

Search

Code	Name	Current	Pending	Status	Updates
(New)	Anthony L. Davis High School	Active	(none)	Saved	View Updates
(New)	David R. Helps Jr., PMP, CSM Middle School	Active	(none)	Saved	View Updates
0160-001	Abbeville High	Active	(none)	Not Started	(no changes)
0160-003	Dixie High	Active	(none)	No Changes	(no changes)
0160-007	John C. Calhoun Elementary	Active	(none)	Not Started	(no changes)
0160-016	Wright Middle	Active	(none)	Not Started	(no changes)
0160-017	Westwood Elementary	Active	(none)	Not Started	(no changes)
0160-018	Cherokee Trail Elementary	Active	(none)	Not Started	(no changes)
0160-019	Diamond Hill Elementary	Active	(none)	Not Started	(no changes)
0160-020	Long Cane Primary	Active	(none)	Not Started	(no changes)

Showing 1 to 10 of 12 rows 10 rows per page

< 1 2 >

4. Click *View Updates*. The *Review School* page will open.
5. On the *Review School* page, double-check that everything is correct, and that the web address is clickable and working properly. The left side of the page shows the original information. The right side shows the proposed new changes, which will appear as red writing. If there are no changes, the right side will say *(same)*.

Figure 32. List of Changes to School Information

Home / Review District / Review School tupakijobu

Review New School for District 0160

Saved at 10/21/2022 3:32:54 PM by LocalTestUser

Official Name	Anthony L. Davis High School
Web Address (missing)	www.example.org/davishs
Physical Address ''	1429 Senate St, Columbia, SC 29201
Mailing Address ''	1429 Senate St, Columbia, SC 29201
Phone Number (missing)	864-123-4567
Fax Number (missing)	(same)
Principal Name (missing)	Mr. Anthony L Davis
Principal Email	(same)
Grades Served (none)	9-12 AE
Funding	(same)
Virtual	(same)
Special Focus	(same)

[Back to District](#) [✓ Accept Changes](#) [✎ Make Changes](#)

6. If all new information is correct, click *Accept Changes*.

If additional changes need to be made, click *Make Changes*. The *Edit School* page will open. On that page, you can update the information by following the steps in [Editing School Information](#).

Note: For changes to the school's Grades Served or Official Name, make sure that the appropriate change form has been completed, signed by the superintendent, and sent to the SCDE for processing.

Appendix - List of District Contact Roles and Descriptions

Role Name	Description
ADEPT (Teacher Evaluation) District Contacts	District Contacts for Assisting, Developing & Evaluating Professional Teachers; DEPT, DESPT, Director Evaluation
Adult Education	District Contact for Adult Education
Advanced Placement Coordinator	Advanced Placement Coordinator for the District
Alternate Assessment DTC	Alternative Assessment District Test Coordinator
Alternative School Program	District Contacts for Alternative School Program
Arts Coordinators	Arts Coordinator
Assistive Technology Contacts	District Contact for Assistive Technology
Attendance Supervisor	Attendance, Chronic Absenteeism, Truancy and Dropout Data Coordinator
Baby Net Contacts	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 Schools	Charter School Director
Chief Financial Officer	District Chief Financial Officer
Child Find Contact	Office of Special Education Services requested this role.
College and Career Ready DTC	College and Career Ready District Test Coordinator
Computer Science Coordinator	Computer Science Coordinator for the District
CTE Director	Director of Career and Technology Education
Deaf and Hard of Hearing Contacts	District Contact for the Deaf and Hard of Hearing
District ADA Coordinator	Americans with Disabilities Act Coordinator
District Chief Information Officers	District Chief Information Officer for Information Technology
District Data Governance Group Point of Contact	Data Governance Representative for the district
District Information Security/Privacy Leader	This role should be assigned to individuals that serve at the district level responsibility for Information Security and/or Data Privacy.
District Information Technology (IT) Leaders	District Information Technology Leader
District Instructional Leader	District Contact for Instructional Leadership
District Instructional Materials (Textbooks)	District Instructional Materials contacts.
District Personnel Administrator	Human Resources Director

Role Name	Description
District Preschool Coordinator	District Preschool Coordinator
District Strategic and School Renewal Contacts	District Strategic and School Renewal Contact
District Teacher Certification	District Teacher Renewal Coordinator
District Test Coordinator - Alt	District Test Coordinator - Alt
District Test Coordinator - Early Childhood	District Test Coordinator for Early Childhood
District Test Coordinator - ELL	District Test Coordinator for ELL
District Test Coordinator - Junior Scholars	District Test Coordinator for Junior Scholars
District Test Coordinator - Performance Tasks	District Test Coordinator for Performance Tasks
District Test Coordinator - Primary	District Test Coordinator for Primary
Dropout Prevention Contacts	Dropout Prevention Contact
Early Childhood Coordinators	Early Childhood Coordinator
Early Learning and Literacy ADT	Early Learning and Literacy ADT
EDPlan SC Contact	Contact for the new EDPlan SC IEP Application
EEDA Accountability Coordinator	Education and Economic Development Act Coordinator
ELA Coordinator	English Language Arts Coordinator
eLearning Day Coordinator	eLearning Coordinator
Enrich Contacts	Enrich Contacts - IEP Software Leads
ESEA Title I, Part D, N&D Coordinators	ESEA Title I Coordinator
ESEA Title II Coordinators	ESEA Title II Coordinator
ESEA Title III MLP Coordinators	ESEA Title III EL Coordinator
ESEA Title IV-A Coordinators	ESEA Title IV-A Coordinator
ESEA Title V (REAP) Coordinators	ESEA Title V (REAP) Coordinator for District
Facility Manager	District contact for those in charge of school structures
Federal Program Director	Director over Federal Programs
Food Service Directors	District Food Service Director
Foster Care Contacts	District Foster Care Coordinator
Gifted and Talented Coordinators	District Gifted and Talented Coordinator
Gifted and Talented Test Coordinators	District Gifted and Talented Test Coordinator
Grants	District Contact for Grants
Grants - School Improvement	District Grants - School Improvement Coordinator

Role Name	Description
GT/AP/IB/Cambridge International Coordinator	District Contact for Gifted & Talented, Advanced Placement, International Baccalaureate, and Cambridge
Hearing Officer	Conducts Student Disciplinary Hearings
HR Director	Human Resources Director
Incident Management Coordinator	Reviews Discipline Data
Instruction Hub - Curriculum	Office of Special Education Services requested this role.
Instruction Hub - IT	Will receive information regarding integrations, rostering and administrative set-up.
Kindergarten/Prekindergarten Test Coordinator	4K and 5K District Test Coordinator
Lead School Psychologist	Lead School Psychologist
Lead Speech Language Pathologist	Lead Speech Language Pathologist
Limited English Proficiency Test Coordinators	District Contacts for Limited English Proficiency Test Coordinator
Lots Operations Manager	Bus Lots Operations Manager
Make-Up/Weather Days Contacts	Make-Up/Weather Days Contacts
Mathematics Coordinators	District Mathematics Coordinators
McKinney-Vento Homeless Liaison	McKinney-Vento Homeless Liaison
Medicaid Billing Clerk	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	Montessori Programs Coordinator
MTSS Coordinator	District Coordinator for Multi-Tiered Systems of Support
Occupational Therapy / Physical Therapy Lead	Occupational Therapy/Physical Therapy Lead
PADEPP (Principal Evaluation) Administrators	Expanded Program for Assisting, Developing, and Evaluating Principal Performance Administrators
Parent Liaison	Code Ann. § 59-28-170 (2000) : Each school district superintendent shall consider designating staff to serve as a parent liaison for the district to coordinate parental involvement initiatives and c
PE/Health Coordinator	District PE/Health Coordinator
Personalized Learning Coordinator	College and Career Ready Personnel

Role Name	Description
PowerSchool IT Contacts	District PowerSchool Information Technology Contact
Precode Coordinators	District PreCode Coordinator
Priority Schools Contact	District Contacts for Priority Schools
Professional Development for District Personnel	Professional Development Personnel
Public Information Officers	Legislative and Public Affairs - PIO
Purchasing Contact	District Purchasing Contact
RBHS Coordinator	Rehabilitative Behavioral Health Services Coordinator
Read to Succeed Coordinators	District Contacts for Read to Succeed
Report Card/Accountability Coordinators	District Report Card/Accountability Coordinator
Retiree Assurance Form Submitter	Designated by Superintendent to submit Retiree Assurance Forms
Safety Coordinators	District Safety Coordinators
School Business Officials	District School Business Official
School Counseling Personnel	District Contact for School Counseling
School Nurses	School Nurse Contact (SNPAC - School Nurse Program Advisory Council)
Science Coordinators	District Science Coordinator
Seals of Distinction Contact	Liaison between the District and SCDE relating to Seals of Distinction
Social Studies Coordinators	District Social Studies Coordinator
Special Education Data Reporting	Special Education Data Reporting Manager
Special Education Directors	District Special Education Primary Contact
Special Education Secondary Contact	The Primary Secondary Coordinator is the back-up person to the Special Education Director
Special Education Student Record Transfer	District Special Education Student Record Transfer Manager
State Accreditation	District Contacts for Accreditation
STEM Coordinator	District Science, Technology, Engineering, and Mathematics (STEM) Coordinator
Student Locator Coordinator	Staff member that need access to the Student Locator report on the BI portal to search for the student's most recent enrollment information.
Student Services Director	District Student Services Directors
Summer Reading Camp Coordinator	District Summer Reading Camp Coordinator

Role Name	Description
SUNS Coordinator	Person who is authorized by the District Superintendent to maintain student state ID's.
Superintendent	District Superintendent
Targeted Support and Improvement Schools (TSI)	Targeted Support and Improvement Schools (TSI)
Title I, Part A Coordinators	Title 1, Part A. Coordinator for the District
Title I, Part C, Migrant Coordinators	Title 1, Part C, Migrant Coordinators
Title IX Coordinator	Assists districts 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
Transportation Directors	Transportation Director for the District
Transportation Supervisor	Transportation Supervisor for the District
Virtual Education Coordinator	Virtual Education Coordinator
Visual and Performing Arts Coordinator	Visual And Performing Arts Coordinator
Web Access Coordinators (WAC)	Web Access Coordinator (WAC)
World Language Coordinator	World Language Coordinator for the District

Questions? Email DEIMS@ed.sc.gov