# Request for a School Identification Number (SIDN)

To request a school identification number (SIDN), the district must complete the form on the next page. A SIDN will be issued only if the school meets all the standards for its particular type: elementary school, middle school, secondary school, or career and technology center. These standards, which are set forth in the State Board of Education Regulation 43-300, Accreditation Criteria, address such factors as personnel, curriculum and instruction, operations and procedures, and physical facilities.

A new SIDN may be requested under one or more of the following circumstances:

* A school with a student population drawn from a new attendance area is opened at a new building site in a particular district.
* A school undergoes a change in its grade span or a modification in its attendance area that results in a change of more than 50 percent in the size of its student population from one school year to the next.
* A school is substantially altered when several schools within its district are reorganized.
* A school is opened as or is converted into a charter school.
* Two or more districts merge or consolidate into one district.

Submit one form for each school. The form must be signed by the Superintendent and submitted along with a copy of the district board of trustee meeting minutes noting when the decision was made to open the school. The form and minutes can be sent electronically by e-mail to [dnjones@ed.sc.gov](mailto:dnjones@ed.sc.gov).

If you have any questions, please contact Dana Jones at [dnjones@ed.sc.gov](mailto:dnjones@ed.sc.gov).

**SIDN Request Form**

District:

Superintendent:

Address of the School District:

I certify that the school for which I am requesting an SIDN meets all Accreditation Standards for its particular type: elementary school, middle school, secondary school, or career and technology center.

Superintendent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date submitted:

Description of student

population at new school

or reconfigured school(s):

An example of description of student population for the new school or reconfigured school: *“The student population of 560 for the new school, Green Elementary School, is drawn from a ratio of 40 percent from Anywhere Elementary and 60 percent from Main Street Elementary.”*

School Name:

Administrator:

Full Mailing Address:

Full Physical Address:

(if different than mailing)

Opening Date:

Grade Span:

Are Special Education students served at the school? (circle one) YES NO