

Request for a School Identification Number (SIDN)

To request a school identification number (SIDN), the district superintendent should complete the form on the next page to include the superintendent's signature. 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.

Please submit the form on the next page by 1) hard copy by mail to the address below **or** 2) save the completed form electronically as a PDF file and submit electronically by e-mail to kbyrum@ed.sc.gov **or** 3) fax the completed form to 803-734-6225.

Karen Byrum
South Carolina Department of Education
1429 Senate Street, Room 511A
Columbia, SC 29201

If you have any questions, please contact Karen Byrum at 803-734-8489.

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:

Submit one form for each school.

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."

However, if a school converts to a charter school, there is no need to describe the student population. A statement such as the following will suffice: *"Acme Elementary converted to Acme Elementary Charter School."*

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