

SCDE Public School Changes Request Form

For any public school that is requesting a name change, address change, grade span change, closure, or other organizational school changes, complete and sign this form, and submit via e-mail to DEIMS@ed.sc.gov.

Please send any questions to DEIMS@ed.sc.gov and they will be directed to the appropriate person.

Overview

The local public school district determines organizational changes such as the changing of grade spans within a school, and the consolidation of one or more schools. When organizational changes occur, considerations are given to the effects of these changes on other factors such as report card ratings, attendance areas, or the name on a student's high school diploma. If the schools within a district undergo reorganization, the South Carolina Department of Education (SCDE) will review the reorganization and determine if new School Identification Numbers (SIDN) are warranted.

District Information

District: _____

Superintendent: _____

School District Address: _____

I certify that the school for which I am requesting a change either meets all accreditation standards for its particular type – elementary school, middle school, secondary school, or career and technology center – or is being closed.

Superintendent's Signature: _____

Date Submitted: _____

Select the Type(s) of change being requested and complete as many rows as necessary in the table below.

Please check all that apply:			
<input type="checkbox"/> Grade Span or Other Organizational Changes (Including Mergers)	<input type="checkbox"/> School Closure	<input type="checkbox"/> Name Change	<input type="checkbox"/> Address Change

Public School	SIDN	Changes (include a brief description of changes to the student population)	Effective Date
Example: <i>Mary Jones High</i>	##-##-### 66-01-002	Examples: <ul style="list-style-type: none"> • <i>Grade Span Change - Grade span will change from grades 10–12 to 9–12.</i> • <i>All ninth-grade students from Jackson Junior High (66-01-006) will move to Mary Jones High School.</i> • <i>School Closing - Where will the students attend school when this school closes?</i> • <i>Name Change - include new name, and grade span; if applicable include Pre-K.</i> 	MM/DD/YYYY 05/05/2025

Address Change		Effective Date of Change
Public School:		
Current School Address:		
New School Address:		