



**STATE OF SOUTH CAROLINA**  
**DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Superintendents

**FROM:** Sarah C. Longshore  
Director, Office of Federal and State Accountability

**DATE:** October 3, 2019

**RE:** New Waiver Request Procedures

I am pleased to share with you the new procedures for submitting waiver requests to the South Carolina Department of Education (SCDE). It is our sincere hope that this simplified process will provide enhanced clarity and will reduce burdens sometimes felt by district administrators.

The new online waiver request form can be accessed at [https://scde.formstack.com/forms/ofsa\\_waiver\\_form](https://scde.formstack.com/forms/ofsa_waiver_form) or by visiting the SCDE [website](#). From the dropdown menu, you will be able to select the appropriate waiver form: (1) Assessments - Paper Pencil Testing, (2) Assessments - Testing Window Extension, or (3) Impediments to District Strategic or School Renewal Plans. In the coming months, additional types of waivers will be added to this online form. If you have a waiver not on the current list, please send that information to [waivers@ed.sc.gov](mailto:waivers@ed.sc.gov).

In most instances, waiver requests must be submitted at least 60 days prior to the [SBE meeting date](#). However, assessment waivers must be received no later than December 1 of the current school year. For additional requirements regarding Assessments - Paper Pencil Testing waivers, please carefully review the [memorandum](#) from Liz Jones, dated September 19, 2019.

The SCDE supports innovations that provide for increased student achievement. If you have questions about the waiver process or would like to explore whether a waiver is needed, please contact the SCDE, Office of Federal and State Accountability, at [waivers@ed.sc.gov](mailto:waivers@ed.sc.gov).