

Directions for Completing 2025-26 District and School Reading Plans

Overview

Since Fiscal Year 2015, each district has submitted an annual comprehensive reading proficiency plan for prekindergarten through twelfth grade. These plans, required by Act 284 (Read to Succeed), followed a format specified by the South Carolina Department of Education (SCDE) Read to Succeed Office and included detailed responses and supporting data.

In accordance with the Read to Succeed Act, as amended by Act 114 of 2024, the reading plan format was revised last year to align with the science of reading, structured literacy, and foundational literacy skills for PreK through 5th grade. For the 2025–26 academic year, schools and districts will continue to utilize this revised format.

Reading Plans

District and school reading plans ensure instructional practices and interventions are aligned with the science of reading and supported by valid, reliable assessments. A high-quality reading plan should also reflect the principles of a Multi-Tiered System of Supports (MTSS) by embedding:

- Evidence-based instructional strategies
- Targeted interventions to close achievement gaps
- Enrichment opportunities for advanced learners

All reading plans must include SMART goals and detailed action steps that offer practical guidance for classroom teachers working to improve reading and writing instruction for all students.

Deadline: District and school plans are due by October 14, 2025, and must be submitted using the Formstack links below:

- [District Reading Plan](#)
- [Primary and Elementary Reading Plan](#)
- [Middle School Reading Plan](#)

Printable versions of all reading plan templates are available on the [OIS webpage](#).

Reading Plan Alignment Rubric

New for 2025–26: [The Reading Plan Alignment Rubric](#) offers structured guidance to support schools and districts as they develop their reading plans. The SCDE uses this rubric to review, approve, and provide feedback on submitted plans, ensuring alignment with state requirements and research-based best practices. Districts are encouraged to use this rubric throughout the planning process to maintain coherence, clarity, and quality.

Part 1: School-Level Reading Plans

Schools will use the Primary/Elementary Reading Plan or the Middle School Reading Plan to evaluate implementation of Read to Succeed assurances and to document progress toward literacy goals. These plans are designed to help schools identify strengths and areas for growth. The narrative responses provide the foundation for developing one to three SMART goals and targeted action steps.

Act 114 removes the requirement for some middle schools and all high schools to submit reading plans. Middle schools where 50% or more of students scored at the lowest achievement level in English Language Arts (ELA) on the most recent state summative assessment must submit a reading plan.

Steps for Completing the School-Level Reading Plans

1. The school literacy leadership team completes each section of the appropriate reading plan template (elementary or middle) using detailed narrative responses.
2. The team reflects on the school’s strengths and areas for improvement.
3. The team reviews prior-year SMART goals and includes both quantitative and qualitative data demonstrating progress.
4. The team develops one to three SMART goals and action steps based on analysis of school data for the 2025–26 school year.
 - Schools serving third-grade students must include the Third Grade Proficiency Goal.
 - Goals should align with academic growth or achievement and must support the 2030 vision of having 75% of students scoring at or above grade level.
5. The team reports the number of LETRS participants (Volumes 1 and 2) and EC LETRS at the school.
6. The team submits the completed plan to the district office following district-established procedures.
7. The school administrator uploads the reading plan using the Formstack link on page 1 of this document.
8. A confirmation email will be sent upon submission. The district may request this confirmation to complete its district-level plan.

Part 2: District-Level Reading Plan

The District Reading Plan supports district leaders in identifying systemwide strengths and areas of need. Narrative responses guide the creation of districtwide SMART goals and action steps; all grounded in analysis of district-level data.

Steps for Completing the District Reading Plan

1. Review school reading plans to ensure compliance with Act 114.
2. Complete each section of the District Reading Plan with detailed narrative responses.
3. Reflect on districtwide strengths and growth opportunities.
4. Review previous SMART goals and provide data to demonstrate progress.
5. Develop one to three new SMART goals and related action steps based on current analysis. Ensure all district goals are aligned with the 2030 vision.
6. Submit the completed District Reading Plan through the Formstack link on page 1.
7. Establish a local process for maintaining school and district data for potential SCDE audits and monitoring visits.

Part 3: Posting Reading Plans to School Websites

All primary/ elementary schools are required to develop and publicly share their annual reading plans. Additionally, middle schools in which 50% or more of students scored the lowest achievement level in ELA on the most recent state summative assessment must also create and publish annual reading plans. These school-level plans must align with the district's comprehensive reading plan to ensure coherence and instructional consistency. Upon district approval, plans must be posted on school websites no later than October 21, 2025. Districts are responsible for monitoring and supporting the effective implementation of these plans.

Part 4: Sample SMART Goals for Consideration

- Sample District Goal: The Washington County School District will increase the percentage of students in grades 3–8 who score Meets and Exceeds Expectations on the SC Ready ELA assessment from 36% in spring 2025 to 41% by spring 2026.
- Sample Middle School Goal: Lincoln Middle School will increase the percentage of students in grades 6–8 who score Meets and Exceeds Expectations on the SC Ready ELA assessment from 69% in spring 2025 to 79% by spring 2026.

For questions or copies of last year's reading plan documents, contact Marie Gibbons at 803-734-0529 or mgibbons@ed.sc.gov.