

MEMORANDUM

TO: District Superintendents
Alternative School Directors

FROM: Tonia Mallett Smith
Director, Office of Student Support

DATE: June 3, 2025

RE: Alternative School Program Plan Submission

In accordance with [S.C. Code Ann. § 59-63-1350](#), districts that operate alternative school programs must submit a plan to the South Carolina Department of Education. Each district's plan, which will remain in effect for three years, must include a mission statement; the policy for the basis of enrollment in the program; the location of the alternative school program; and a description of how the program will focus on the educational and behavioral needs of students. Upon approval, alternative school program plans submitted for 2024–25 will remain in effect through the 2027–28 school year, unless major programmatic changes are made.

The deadline to submit the [Alternative School Plan](#) is Thursday, June 26, 2025. If you have any questions about your district's alternative school program plan, please contact Aveene Coleman at 803-734-3057 (acoleman@ed.sc.gov), Kimberly Smith at 803-734-8113 (kwsmith@ed.sc.gov), or D. Chenise Wiley at 803-734-1546 (dcwiley@ed.sc.gov).