

## MEMORANDUM

**TO:** District Superintendents

**FROM:** Todd Atwater  
General Counsel

**DATE:** November 18, 2025

**RE:** Draft Interdistrict Transfer Model Guidelines

Pursuant to S.C. Code Section 59-8-165, the South Carolina Department of Education has developed [draft model guidelines](#) to ensure clarity, consistency, and access for students applying to transfer to another district.

This policy does not apply to statewide charter districts or special schools.

These guidelines were created with input from policy experts and school administrators. We are now seeking public comment to ensure all districts and members of the public have an opportunity to provide feedback.

This memorandum serves to:

- Notify you of the draft policy
- Request additional information from districts
- Solicit feedback from district superintendents and their administrations

We ask that each district submit one response using the [provided survey](#). The survey will:

- Identify your district's point person for policy implementation
- Gather information about your current policies that may be affected by these guidelines

Any district, organization, or member of the public may submit additional comments on these guidelines by emailing [interdistrictpolicy@ed.sc.gov](mailto:interdistrictpolicy@ed.sc.gov).

All comments must be received by **5:00 PM on December 19, 2025**.