



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

ELLEN E. WEAVER
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: District Superintendents

FROM: Mary Hipp
Director, Educator Services

Lilla Toal Mandsager
Director, Educator Effectiveness and Leadership Development

DATE: February 21, 2023

RE: Educator Contracts for the 2023-24 School Year

Many of you have begun the process of contracting with teachers for the upcoming 2023-24 school year. I would like to take this opportunity to remind you of the South Carolina statutory provisions which govern the contracting process between districts and teachers. This memorandum specifically deals with the timing requirements of notice of employment between a district and a teacher.

1. Pursuant to [S.C. Code Ann. § 59-25-410](#), districts are required to give written notice to all currently employed teachers regarding the status of their employment for the upcoming school year before May 1 (i.e., **by April 30**). Failure to provide this written notice on or before April 30 will necessitate the issuance of a contract to that teacher. Districts must notify teachers of their tentative assignment for the next year on or before **August 15**.
2. Pursuant to [S.C. Code Ann. § 59-25-420](#), teachers who have been offered reemployment by the district must notify the district's board of trustees in writing of their acceptance of the contract before May 11 (i.e., **by May 10**). Other than these statutory deadlines, there is no prescribed amount of time that must, or cannot, pass between the issuance of an offer of employment and the acceptance of that offer by the teacher. *Regardless of whether employment is offered to the teacher on February 1 or April 30, that teacher has until at least May 10 to give written notice to the district regarding his or her decision.*

3. Pursuant to the General Appropriation Act for Fiscal Year 2022-23, S.C. Act 239 (2021-22), [Proviso 1.72](#) (SDE: Retired Educators Employment), school districts may notify retired educators of employment in writing on or before May 1 of the current fiscal year. School districts employing retired educators pursuant to S.C. Code Ann. § 9-1-1795 shall provide documentation of compliance with the earnings limitation exemptions to the South Carolina Department of Education.

All districts are required to abide by these statutory requirements, which clearly delineate timelines for both districts and educators.

If you have any questions concerning educator contracts, please contact Mary Hipp, Director of the Office of Educator Services, mhipp@ed.sc.gov, or Lilla Toal Mandsager, Director of the Office of Educator Effectiveness and Leadership Development, lmandsager@ed.sc.gov.

Thank you for your continued commitment to public education in South Carolina.