



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

**MEMORANDUM**

**TO:** District Superintendents  
District Personnel Administrators

**FROM:** Mary Hipp  
Director, Office of Educator Services

Lilla Toal Mandsager  
Director, Office of Educator Effectiveness and Leadership Development

**DATE:** March 5, 2024

**RE:** Educator Contracts for the 2024-25 School Year

As school districts initiate the teacher contracting process for the 2024-25 School Year, we wish to remind you of the pertinent South Carolina laws regulating this process. This memorandum specifically addresses the critical deadlines for notifications regarding teacher employment.

1. Pursuant to [S.C. Code Ann. § 59-25-410](#), districts must give written notice to all currently employed teachers regarding the status of their employment for the upcoming school year before May 1 (i.e., **no later than 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., **no later than May 10**). *Regardless of whether employment is offered to the teacher on February 1 or April 30, the teacher has until at least May 10 to give written notice to the district regarding a decision.*

3. Pursuant to the General Appropriation Act for Fiscal Year 2023-24, S.C. Act 84, [Proviso 1.64](#) (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 must abide by these statutory requirements, which delineate timelines for both districts and educators. The statutes provide districts and employees with a fair and uniform framework, establish a statewide standard, and mitigate potential stressors teachers may encounter when moving between districts.

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

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