

## MEMORANDUM

**TO:** District Superintendents  
District Instructional Leaders  
Read to Succeed Liaisons  
District Personnel Administrators

**FROM:** Dr. Alisha Green  
Director, Office of Instructional Supports

Mary Hipp  
Director, Office of Educator Services

**DATE:** April 1, 2025

**RE:** Preliminary Rostering: LETRS for Upper Elementary and Middle  
Level Special Education Teachers

The Office of Instructional Supports (OIS) and the Office of Educator Services (OES) are committed to providing professional development opportunities to help schools better serve their students.

Starting in the fall of 2025, the South Carolina Department of Education (SCDE) is pleased to offer an optional professional learning opportunity in the science of reading for all fourth- and fifth-grade teachers, as well as middle-level special education teachers. This professional learning, *Language Essentials for Teachers of Reading and Spelling* (LETRS), is a two-year commitment. Educators who successfully complete both volumes of LETRS (80% mastery on the post-test for each volume and attending all training sessions) will receive a \$500 honorarium upon completion of each volume.

Additionally, educators who successfully complete LETRS Volume 1 and Volume 2 will be eligible for the R2S Literacy Teacher endorsement. Teachers may earn 120 renewal credits for Volume 1, which meets the R2S Foundations of Reading and Assessment of Reading courses, and 120 renewal credits for Volume 2, which meets the R2S requirements for Content Area Reading and Writing and Instructional Practices. To qualify for certificate renewal, credits must be earned within the five-year validity period of the certificate.

To ensure successful rosters for this initiative, OIS and Lexia Learning request that all district LETRS liaisons submit preliminary enrollment numbers by **May 16, 2025**, using this **Formstack**. Districts are encouraged to survey their staff to collect this data.

While we acknowledge that these preliminary enrollment numbers are subject to change, educators will have signed contracts by this date; therefore, preliminary numbers should reflect the expected participation of fourth- and fifth-grade teachers, as well as middle-level special education teachers who will participate in LETRS beginning August 2025. Lexia will contact the district LETRS liaisons in August to confirm the updated enrollment figures for final rosters.

The OIS strongly recommends each district designate a point-of-contact at the middle school level to support special education teachers with LETRS professional learning. This individual should act as a liaison between the school and district, with instructional coaches or assistant principals being ideal candidates for this role.

As this is an optional professional learning opportunity, educators may have questions regarding LETRS expectations or training session requirements. To address these inquiries, Lexia will host virtual informational sessions to provide an overview of LETRS. Educators may sign up to attend one of the sessions below by using the registration links provided in the table below.

<b>April 8, 2025</b>	<b>April 9, 2025</b>	<b>April 10, 2025</b>	<b>April 11, 2025</b>
<b>4<sup>th</sup> and 5<sup>th</sup> Grade Session</b>	<b>4<sup>th</sup> and 5<sup>th</sup> Grade Session</b>	<b>Middle Level SPED Session</b>	<b>Middle Level SPED Session</b>
3:00pm-4:00pm	3:30pm-4:30pm	3:00pm-4:00pm	9:30am-10:30am
<a href="#">Zoom Link</a>	<a href="#">Zoom Link</a>	<a href="#">Zoom Link</a>	<a href="#">Zoom Link</a>

We appreciate your partnership in bringing this impactful opportunity to educators and students across South Carolina.

Should you have any questions about LETRS, please contact Alisha Green at [akgreen@ed.sc.gov](mailto:akgreen@ed.sc.gov).

Should you have any questions about the R2S Literacy Teacher endorsement, please contact Mary Hipp at [mhipp@ed.sc.gov](mailto:mhipp@ed.sc.gov).