

## MEMORANDUM

**TO:** District Superintendents  
District MSLR Contact Managers  
District HR Directors  
District Public Information Officers  
School Principals

**FROM:** Dwayne Gatson, EdD  
Director, Office of Student and Community Engagement

**DATE:** May 27, 2025

**RE:** New Roles in DEIMS

The Office of Student and Community Engagement (OSCE) requests additional contact information from your district and schools. Specifically, please provide the name and contact information for your District Volunteer Coordinator and School Volunteer Coordinators. Ensure that the individual responsible for updating contact information in the DEIMS database receives this memo and adds both District and School Coordinator names and contact information into the DEIMS database.

The SCDE IT Department has added the two roles (District Volunteer Coordinator and School Volunteer Coordinator) to the database; please ensure that name, email address, and phone number are included for each role. Your prompt assistance in updating the database is appreciated.

For questions, please contact Carla Renfrow at [ccrenfrow@ed.sc.gov](mailto:ccrenfrow@ed.sc.gov).