



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

**MEMORANDUM**

**TO:** District Superintendents  
Instructional Leaders  
Principals

**FROM:** C. Matthew Ferguson, EdD, Esq.  
Deputy Superintendent and Chief Academic Officer  
Division of College, Career, and Military Readiness

Lee M. D'Andrea, PhD  
Director, Instructional Materials, and Instruction Hub

**DATE:** October 1, 2024

**RE:** Office of Instructional Materials Updates; Action Needed and Information

As we begin the 2024-2025 school year, it is essential that we update key information and continue to ensure compliance with instructional materials requirements. This memo outlines important actions that need to be taken regarding instructional materials, technology contacts, and payments, as well as providing updates on onsite visits and the instructional materials adoption process. Please review the following information carefully and ensure that the necessary steps are completed promptly.

**District and School Instructional Materials (Textbooks) Contacts (*Action Required*)**

To ensure accurate communication regarding inventory status, invoices, and shipping for the 2024-2025 school year, please update the District and School Instructional Materials Coordinator (Textbooks) roles in the District and Entity Information Management (DEIM) system. Several email communications have been returned undelivered, likely due to staff changes. Completing these updates is crucial to ensure your district and schools receive timely and accurate information.

**District Instructional Technology and Instruction Hub Contacts (*Action Required*)**

Please update the District Instructional Technology and Instruction Hub Contacts in the DEIM system for both Curriculum and IT topics. Communications regarding instructional software,

learning management integrations, and the Instruction Hub will be sent to these individuals. It is essential that these roles are accurately filled to maintain seamless communication and support.

### **Inventory Completed for 2023-2024 School Year and Payments Due (*Action Required*)**

Regulation No.: 43-71 Section 27. Accounts Must Be Settled. Fees for lost and damaged textbooks for the prior school year are due no later than December 1 of the current school year when invoiced by the SCDE. The SCDE may withhold textbook funding from schools that have not paid lost and damaged textbook fees by the payment deadline.

The instructional materials inventory for the 2023-2024 school year is complete, and invoices are available in Destiny. Payments are due by **November 1, 2024**. Failure to make payments by **December 1, 2024**, will result in blocked ordering capacity. Payments should be sent to:

Office of Instructional Materials  
SCDE  
428 Wholesale Lane  
West Columbia, SC 29172

For questions about inventory, please contact:

- Barbara Green [bagreen@ed.sc.gov](mailto:bagreen@ed.sc.gov)
- Jeanna Honore [jlhonore@ed.sc.gov](mailto:jlhonore@ed.sc.gov)
- Bryan Jeffcoat [bgjeffcoat@ed.sc.gov](mailto:bgjeffcoat@ed.sc.gov)

### **Onsite School Inventory Visits Reinstated for 2024-2025 School Year (*Information*)**

With the resumption of onsite visits, the Office of Instructional Materials will begin reviewing school textbook storage areas, verifying inventories, and addressing challenges faced by school textbook coordinators. During the COVID pandemic, these visits were suspended, but they will be reinstated this year.

Fifteen schools will be selected for visits this fall, with notifications sent the week of **October 21** for visits beginning **November 7**.

### **Instructional Materials Adoption Process and Timeline of Events (*Information*)**

The K-12 Math instructional materials are currently under review, with the SCDE engaging EdReports to facilitate an updated process focusing on high-quality instructional materials (HQIM). Review panel members have completed over 60 hours of training on identifying and selecting HQIM. Webinars for district and school leaders and teachers are available to build capacity as districts prepare to select from the adopted publishers. Webinar access is available at this [link](#).

**Key Dates for Instructional Materials Adoption:**

- **October 10-11:** Review Panels Meet and Consensus Reports Developed
- **November 1:** Public Review Begins for the Short List of Selected Instructional Materials
- **January 7:** SBE Votes on Proposed List of Selected Instructional Materials
- **February:** Caravans (Dates and Locations TBA)

We appreciate your attention to these important updates and requirements. Do not hesitate to reach out to Dr. Lee D'Andrea at [ldandrea@ed.sc.gov](mailto:ldandrea@ed.sc.gov) if you have any questions or need further assistance.