



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
Human Resource Directors
District Web Access Coordinators
District Business Officials

FROM: Steven G. Strother
Interim Chief Financial Officer, Office of Finance

DATE: May 2, 2023

RE: Release of On-line Assurance Form for Meeting the Requirements to Employ
Retired Educators for School Year (SY) 2023-24

The agency is pleased to announce the on-line assurance form for hiring retired educators for SY 2023-24 is now “live” to those superintendents and designees with assigned user roles. Districts will access the Retiree Assurance Form via the link in the Application Portal.

Please make sure that your district has assigned user roles for this process. Only the superintendent and/or the superintendent’s designee can sign and submit the assurance forms for verification. User roles should be requested through your district Web Access Coordinator (WAC), or roles can be assigned by submitting an eSupport Request on the SCDE web applications portal. The title for this role has been identified as “Retiree Assurance Form Submitter” in the Access Management Tool (AMT) and the District and Entity Information Management (DEIM) system.

The following link, [SY 2023-2024 Assurance Forms for Retired Educators](#), provides the memo that was sent out earlier this month. When you click the link, [Critical Need Areas](#), please scroll down the page to view the SY 23-24 Critical Need Designations for the Employment of Retired Teachers; do not use the South Carolina Teacher Loan Program links.

Incomplete retiree assurance forms cannot be processed and will be returned to the school district to provide additional information.

Email questions or concerns to retireewaiver@ed.sc.gov.