



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

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

FROM: Kendra M. Hunt, CGFO, CPM
Chief Financial Officer

DATE: April 23, 2024

RE: Release of On-line Retiree Assurance Form for Meeting the Requirements to Employ Retired Educators for School Year (SY) 2024-25

The agency is pleased to announce the on-line assurance form for hiring retired educators for SY 2024-25 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.

Please refer to the [memo](#) in the communication that was sent via email on March 19, that provides requirements for hiring retired educators. [Critical needs designations for SY 2024-25](#) are provided in the Highlights section, titled “Critical Needs Areas” on the SCDE Home Page. You will need to scroll to the heading, “Retirement Earnings Limitation Exemption for the Employment of Retired Teachers.”

Incomplete retiree assurance forms cannot be processed and will be returned to the school district to provide additional information. A hard stop has been placed on the form if the retirement date is missing.

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

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