

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 22, 2025

RE: Release of Online Retiree Assurance Form for School Year (SY) 2025–26

The online assurance form for hiring retired educators for SY 2025–26 is now available to superintendents and their designees with assigned user roles via the Retiree Assurance Form link in the Application Portal.

As a reminder, only the superintendent and/or the superintendent’s designee may sign and submit the assurance forms for verification. User roles are requested through your district’s Web Access Coordinator (WAC), or 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](#) emailed on Tuesday, March 18, 2025, which provided the requirements for hiring retired educators. A list of critical needs subject and geographic areas can be found [here](#).

Please ensure completion of all fields on the retiree assurance form. Incomplete forms will be returned to the school district, delaying the verification and approval process.

You may email questions or concerns to retireewaiver@ed.sc.gov.