



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: District Superintendents
Technology Coordinators
PowerSchool Coordinators

FROM: Dan Ralyea
Director, Research and Data Analysis

DATE: May 14, 2024

RE: Required Entry of Teacher Email Addresses in PowerSchool

In an effort to improve clarity and efficiency of communications with educators across the state, the South Carolina Department of Education (SCDE) is now requiring that all district-provided teacher email addresses be entered into the PowerSchool student information system.

By having all teacher email addresses centrally located in PowerSchool, SCDE will be able to quickly and directly distribute important information, updates, professional development opportunities, and other communications to every teacher in South Carolina's public schools.

Districts must ensure that a current district-provided email address is available in PowerSchool for each teacher employed in the district.

Districts should make updating and verifying all teacher email addresses in PowerSchool a priority before the start of the 24-25 school year. Maintaining updated email contact information will allow our communications to be timely, accurate, and reach all teachers directly. We appreciate your cooperation in this effort to improve our ability to connect with educators statewide.

Please direct any questions about PowerSchool data entry to powerschool@ed.sc.gov.