



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

**MEMORANDUM**

**TO:** District Superintendents  
Instructional Leaders  
Principals

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

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

**DATE:** February 6, 2024

**RE:** Updates from the Office of Instructional Materials Updates & Required Actions

**Background**

The Office of Instructional Materials (OIM) has recently transitioned from the Office of Finance to the Division of College, Career, and Military Readiness. This strategic move aims to enhance collaboration with the Office of Assessment and Standards, the Office of Early Learning and Literacy, and the Office of Educator Effectiveness and Leadership Development, among others, to positively impact the teaching and learning process through high-quality instructional materials (HQIM). Such organizational changes present valuable opportunities to refine our processes and communication strategies. Research supports HQIM as an evidence-based strategy to support educators and improve student outcomes.

**Action Required for District and School Instructional Materials Contacts:**

In light of our commitment to streamline communication and processes, it is imperative to update the District and School Level Instructional Materials (Textbook) Coordinator information in the District and Entity Information Management (DEIM) system. This update will ensure efficient communication regarding pre-ordering, inventory statuses, invoices, and shipping details directly to the appropriate textbook coordinators. Please action this request promptly to facilitate seamless operations.

### **Virtual Caravan and ELA Options**

While we had over 1200 educators attend one of the six face-to-face caravans, the SCDE wants every district and educator to have multiple opportunities to examine and review the ELA adoption options. The links below provide access to the list of newly adopted ELA instructional materials with program components and virtual presentations.

- [ELA K-12, AP, and Handwriting \(K and 3\) Materials for 2024-25](#)
- [Virtual ELA K-12 Caravan](#)

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

Please refer to the Timeline of Events outlined on page three of this memo to assist in your planning. Key dates include the requirement for the District Board of Trustees to approve the Instructional Materials selection by April 5, 2024 (likely during the March Board meeting). The submission link for ELA district selections will be available to District Instructional Materials Coordinators by February 15, 2024. It is crucial to adhere to these timelines to ensure a smooth adoption process.

Should you have any questions or require further clarification, please do not hesitate to contact Kriss Stewart at [kstewart@ed.sc.gov](mailto:kstewart@ed.sc.gov) or Lee D'Andrea at [ldandrea@ed.sc.gov](mailto:ldandrea@ed.sc.gov).

We appreciate your attention to these updates and the required actions. Your cooperation is essential in our ongoing efforts to enhance the educational materials and resources available to support our educators and students.

# TIMELINE OF EVENTS FOR DISTRICT AND SCHOOL-LEVEL INSTRUCTIONAL MATERIALS COORDINATORS

Dates and Timelines	Ordering and Inventory Information
February 5-April 1, 2024	Virtual ELA Instructional Materials Caravan ( <a href="#">Virtual ELA K-12 Caravan</a> )
February 12-29, 2024	<b><u>Preorder for Consumables</u></b> <ul style="list-style-type: none"> <li>• Math Consumables, K–8</li> <li>• Science Consumables, K–8</li> <li>• Social Studies Consumables, K–2 and 4-5</li> </ul>
February 15, 2024	Link provided to district instructional materials coordinators for ELA K-12 District Selections
March 29, 2024	<b><u>District Selections</u></b> Academic and Career and Technical Education areas to be determined.
April 8-26, 2024	<b><u>Preorder for ELA Areas</u></b> <ul style="list-style-type: none"> <li>• English Language Arts K-5, 6-8, and 9-12</li> <li>• Advanced Placement English Language and Composition</li> <li>• Advanced Placement English Language and Literature</li> <li>• Handwriting, Grades K and 3</li> </ul>
May 1–June 30, 2024	<b><u>Inventory of Instructional Materials</u></b>
May 30, 2024	<b><u>District Selections for Second Pre-Order</u></b> Areas to Be Determined
July 1-19, 2024	<b><u>Second Pre-Order</u></b> Areas to Be Determined
When 2024-25 PowerSchool enrollment is available.	<b><u>Orders to Maintain Existing Adoptions for School Year 2024-25</u></b>

## Reminders

Schools should keep the ELA materials currently in schools until the new instructional materials are received. At that time, schools may dispose of the out-of-adoption materials following the instructions outlined in the State Board of Education regulations ([Disposition of Out-of-Adoption Instructional Materials](#)).

Please remind your schools to mail outstanding inventory checks to the South Carolina Department of Education, Office of Instructional Materials, 1429 Senate Street, Columbia, SC 29201.