



# SOUTH CAROLINA DEPARTMENT OF EDUCATION

SCHOOL DISTRICT MEMORANDA

ed.sc.gov



July 19, 2022

## Missed last week's memos?

All SCDE weekly memo communications are archived [here](#). Individual memos can be found on the [School District Memoranda Archive](#).

## IMPORTANT DUE DATES

[District Retiree List](#) (7/29/2022)

[Title II, Part A Application](#) (7/31/2022)

[RBHS Contract Implementation Report](#) (8/12/2022)

## ASSESSMENTS

### Designation of Test Coordinators for 2022-23

**AUDIENCE:** District Superintendents

**CONTACT:** Houston Andrade, [handrade@ed.sc.gov](mailto:handrade@ed.sc.gov), Susan Creighton, [screight@ed.sc.gov](mailto:screight@ed.sc.gov)

State Board of Education [Regulation 43-100](#) addresses test security for statewide assessment programs. Section IV of the regulation requires district superintendents to designate one individual in the district who will be authorized to procure instruments administered as part of the statewide assessment system. The individual designated for each program (i.e., District Test Coordinator or DTC) will receive secure test materials and test scores; will be the contact between your district and Office of Assessment and Standards staff; contact between your district and the contractor for each assessment program; and manage data submissions.

[Designation of Test Coordinators for 2022-23 - Memo](#) PDF (141 KB)

[DTC Assessment Program Groups - Attachment](#) PDF (122 KB)

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2022-23 Waiver Requests for SC READY and

# SCPASS

**AUDIENCE:** District Superintendents

**CONTACT:** Susan Creighton, [screight@ed.sc.gov](mailto:screight@ed.sc.gov)

The [Education Accountability Act](#) (EAA) mandates computer-based testing for SC READY and SCPASS, except for students with disabilities as specified in their Individualized Education Program, 504, or ILAP plan. A proviso in the General Appropriations Bill allows districts and public charter schools to request a waiver from the State Board of Education (SBE) to administer the tests on paper.

The EAA also requires districts to administer SC READY and SCPASS during the last twenty days of each district's regular instructional calendar but allows districts and charter schools to request a waiver from the SBE to extend the testing window.

[2022-23 Waiver Requests for SC READY and SCPASS - Memo](#) PDF (141 KB)

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## ACT® and SAT® Administration Guidelines for 2022–23

**AUDIENCE:** District Superintendents

**CONTACT:** David Trombly, [dctrombly@ed.sc.gov](mailto:dctrombly@ed.sc.gov)

The purpose of this memorandum is to summarize the policies and procedures regarding the mandated administration of the college entrance exams and includes updated information on the following topics: 11th and 12th grade student participation, parent form, required subtests, accommodations, and reimbursement information. Students may use the results of these assessments to apply to college; the South Carolina Department of Education (SCDE) will maintain the results for at least ten years.

[ACT® and SAT® Administration Guidelines for 2022–23 - Memo](#) PDF (197 KB)

## EARLY LEARNING AND LITERACY

### Year One and Year Two Reading Coaches Training

**AUDIENCE:** District Superintendents, Read to Succeed Liaisons, School Administrators

**CONTACT:** Marie Gibbons, [mgibbons@ed.sc.gov](mailto:mgibbons@ed.sc.gov)

The Office of Early Learning and Literacy (OELL) supports South Carolina's districts and schools by providing South Carolina Department of Education (SCDE) Reading Coaches with two years of professional learning. In order to receive the SCDE Literacy Coach Endorsement, coaches must complete two courses: Principles of Coaching and Action Research. During their first year, coaches must take and complete the Principles of Coaching course. Coaches who are entering their second year must take and complete the Action Research course. This two-year training will provide coaches with the SCDE Literacy Coach Endorsement and certificates of completion.

[Year One and Year Two Reading Coaches Training - Memo](#) PDF (217 KB)