



**STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

January 23, 2015

Dear Deans:

In an effort to steam-line the Read to Succeed Pre-Service Program Approval process, the Office of Educator Services is currently creating an online, fillable form for all program submissions. We look to have the online form available for use by February 16, 2015. Once the information is available and ready for use, our office will send out a link that will be used by only you, the dean, or your designee.

Previously, you were provided a Word template for submitting program approval requests. If your institution has program applications for review when the window for submission opens on February 1, 2015, the Office of Educator Services will still accept these documents for review prior to February 16, 2015, when the online form becomes available. Remember, all programs must be submitted at once when they are ready for review. We do request that, if possible, you wait for the online form to become available before submitting. The content of the online form and the form you received at the SCEDA meeting are the same. If you choose to submit prior to February 16th, we ask that you submit those applications, electronically, to Rachel Harvey (rh Harvey@ed.sc.gov). Once the online form is available, we will only accept applications via the online submission process.

We understand that there have been many changes regarding Read to Succeed and educator preparation; however, our intent in the new submission process is to create a more efficient system for all. We appreciate any feedback you may have regarding the process. As we update our system, we will continue to send you the most current information available.

Sincerely,

Rachel L. Harvey

Rachel L. Harvey
Education Associate
Division of School Effectiveness