2015–16 Accreditation Process
Overview

The State Board of Education (SBE) Regulation 43-300, provides districts and individual schools that have received an ALL CLEAR for accreditation or monitoring, two accreditation options.

OPTION 1: Districts and schools may be accredited through the South Carolina Department of Education (SCDE).

OR

OPTION 2: Districts and schools may be accredited by AdvancED.

If any district or school has deficiencies identified through the 2014–15 State accreditation process or monitoring, the district or individual school MUST remain under Option 1.

Every district and school must meet all applicable State Board of Education Regulations, South Carolina Code of Laws, and Accreditation Standards. These may be found by accessing the following sites:

- State Accreditation Standards http://ed.sc.gov/districts-schools/state-accountability/accreditation-of-schools-and-districts/
- SBE Regulations http://ed.sc.gov/sbe/state-board-of-education/additional-resources/regulations-table-of-contents/
- South Carolina Code of Laws http://www.scstatehouse.gov/code/title59.php

ALL Districts and schools must annually apply for Accreditation by completing the online Accreditation Compliance Form by October 15, 2015.

Desk Audit/On-Site Monitoring of Districts and Schools
SCDE will utilize a desk audit and on-site monitoring to verify compliance with Accreditation Standards, SBE Regulations, and SC Code of Laws for the 2015–16 school year. District superintendents and school principals will receive written notification if selected for monitoring.

SCDE Documents
Documents and forms related to the Accreditation process are accessible online through the links on the Web page titled "Accreditation of Schools and Districts," at http://ed.sc.gov/districts-schools/state-accountability/accreditation-of-schools-and-districts/

SCDE Contacts
Accreditation education associates are available throughout the year to respond to accreditation questions and to provide technical assistance. The list of education associates, along with their contact information, may be found at: http://ed.sc.gov/districts-schools/state-accountability/accreditation-of-schools-and-districts/

For all communication, please include the district and/or school name and School Identification Number (SIDN, *formerly known as a BEDS code*). The SIDN is located on the Accreditation Compliance Form application and the Preliminary Analysis Report.

NOTE: **<u>DO NOT</u> include Social Security, certificate, or license numbers in any e-mail. Use our secure fax at 803-734-6225**

Preliminary Analysis Report (Option 1 only)
In January, the SCDE will provide districts and schools with Preliminary Analysis Reports. The districts and schools must respond to the Preliminary Analysis Report **by February 15, 2016.** If deficiencies exist, the response document should contain the proposed plans to correct any deficiencies. The response document (which includes the SIDN) should be uploaded to the online Accreditation Compliance Form.

SCDE Data Used to Produce the Preliminary Analysis Reports
SCDE collects data from the following to compile noncompliance issues/deficiencies on the Preliminary Analysis Reports.

- **The Professional Certified Staff (PCS) application**
- **The SCDE Pupil Accounting System**
- **Certification Files for Professional, Instructional Staff**
- **Required Credentials for Professional Staff Members in the Instructional Programs of South Carolina's Public Schools**
- **First quarter (45-day) PowerSchool data collection**

Explanations of Selected Noncompliance Issues/Deficiencies
The following examples are commons errors which lead to noncompliance issues/deficiencies on a Preliminary Analysis Report.

- **Other professional instruction-oriented (Position Code 12)**
  The **preferred method** is to place the staff member's job title in "Staff Notes" in PCS before the Preliminary Analysis Report is generated in December/January. The SCDE staff can then review the job title as part of the preliminary analysis evaluation. The **second option** is to provide the person's job title and to attach a copy of his or her certificate and job description in response to the noncompliance issue/deficiency on the Preliminary Analysis Report.

- **Miscoded position codes in PCS**. Please review the complete list of PCS position codes at: http://ed.sc.gov/finance/financial-services/pcs-information/ . Questions concerning PCS position codes should be directed to Ann Castro, State PCS Coordinator, at 803-734-8147.

- **Special education teachers must be coded in PCS according to the service delivery model** in which they teach, i.e., *self-contained, resource, or itinerant*. Refer to the position code chart above.

- **Acceptable certification for a teacher of a *self-contained, resource, or itinerant* special education class** is determined by the area of disability in which all or the majority of the students in each class (not caseload) are classified. If the staff member teaches in a PK–12 program and is appropriately certified (as specified in the *Required Credentials* document), the response should be structured like the following: "Jane Doe is certified in the Multi-categorical (2I) special education area and teaches five resource classes." Each individual class, along with student disability, is listed below:

8:20 to 9:20 class:	5 LD, 1 OHI, and 1 ID
9:30 to 10:30 class:	10 LD
10:50 to 11:50 class:	6 LD, 1 AU, 2DD
1:00 to 2:00 class:	4 LD, 2 ID, 1 AU

2:10 to 3:10 class 8 LD, 1 DD

Other Examples of Noncompliance Issues/Deficiencies

Noncompliance Issue/Deficiency as Stated on the Preliminary Analysis Report	Possible Circumstance Generating the Noncompliance Issue/Deficiency	Appropriate Administrator Response
"The services of the assistant principal or curriculum coordinator are inadequate for a school of this size."	The assistant principal is miscoded. (The assistant principal was not coded as 02.)	Declare the assistant principal miscoded and submit the name of the assistant principal or the curriculum coordinator and the identification number of his or her certificate. Request that the district change the assistant principal's position code.
	No assistant principal was employed at the time of the preliminary analysis.	Provide the name of the new assistant principal or the new curriculum coordinator and the identification number of his or her certificate.
"The services of a guidance counselor are not provided."	The guidance counselor serves two schools. The preliminary analysis report recognizes one school for each staff member.	Provide the name of the guidance counselor the identification number of his or her certificate, and the name of the other school the counselor serves.
	The guidance counselor is not coded 11.	Declare the counselor miscoded. Provide the name of the guidance counselor and the identification number of his or her certificate. Request that the district change the counselor's position code.
"The following staff member is not properly certified for the position held: John Doe Special Education (self-contained)."	John Doe is teaching in a resource setting, not a self-contained setting.	Declare John Doe miscoded and provide documentation of his teaching assignment and certificate. Request that the district change John Doe's position code from 06 to 07.

- **Some noncompliance issues/deficiencies cannot be resolved.** In that case, simply state "The deficiency has not been resolved."