

MEMORANDUM

TO: District Superintendents
District Facilities Managers

FROM: Wayne Stokes
Director, Office of School Facilities

DATE: November 4, 2025

RE: Statewide Capital Needs Report

Pursuant to [Section 59-144-130 of the South Carolina Code of Laws](#), the State Board of Education (SBE) is required to submit a report to the General Assembly every three years detailing:

- Projected five-year school facility requirements as reported by school districts
- Newly identified needs since the previous report
- Previously identified needs that have been addressed

The next report is due to the General Assembly in **December 2025** and must be approved by the SBE at its **December 2025 meeting**. To meet this deadline, the **Office of School Facilities (OSF)** must receive all required data from districts **no later than November 14, 2025**.

This information will be collected through the [2025 Capital Needs Survey](#). Instructions for completing the survey, along with each district's 2022 data, are available on the OSF webpage under [Capital Needs Reporting](#).

Please ensure this memo is forwarded to the appropriate district personnel responsible for completing the survey. Timely submission is essential to ensure compliance with statutory requirements.

For questions or additional assistance, please contact wstokes@ed.sc.gov or Kiawania Reed, Administrative, at kireed@ed.sc.gov for Division of District Operations, Safety and Student Wellness.